

Ridgway Area School District

RECORD OF IRREGULAR MEMBERSHIP

What is the Purpose of the Form?

This form is used to track enrollments and withdrawals for the entire school year. Any student who enrolls or withdraws subsequent to the first day of school should be included.

Who Should File the Form?

The individual responsible for daily attendance at each school should maintain the form.

When Should the Form be Filed?

The principal should review and sign the form at the end of the school year and send one copy to the Superintendent's Office.

Special Notes:

State auditors may request this information from the school office. Please maintain a copy.

Revised: October 2002

