2015 ELRC - Course Closure Report

Updated: 02.22.15

GAME OFFICIALS COURSE #: _____

- The CNRA Registrar will <u>CLOSE</u> the Course in GO after all data is received in Office.
- Instructors are to update the Course Roster Batch Report: Record all attendance, [Remove] any student that did not attend or complete the course. Enter test scores- with the percentage (%) correct, if badge received and check off "met requirements" for students that completed all requirements.
- Enclose <u>ALL</u> of the the items (1-4) listed below in the Self Addressed Envelope provided.
- Mail immediately after the last day of the course is completed.
- NOTE: At any point a student is a consistent no-show or does not appear to the Final Test, click on [Remove] the student from the Course Roster. Send an email to the student that they have been removed and that they may sign up for any future course and any prior payment is automatically credited to the new course.

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1. Enclose Printable Roster: Print the final "Class Roster Information"

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2. Enclose ALL CHECK payments: Ensure student's name is listed on the check. DO NOT SUBMIT CASH via MAIL

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3. Enclose ALL Badges that were not handed out

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4. Enclose Any Mail-In Paper Registration Forms

INSTRUCTOR(s) PAYMENT BREAKDOWN:

Name:	Payment: ($)
Name:	Payment: ($)
Name:	Payment: ($)
Name:	Payment: ($)

Mailing Address:	*Please direct ANY questions to:*
CNRA Registration **P.O. Box 848** **Rocklin, CA 95677**	**State Registrar:** Chris Elliott **(916) 778-8602** **celliott@cnra.net**