

## ABE/GED Drop, Add, NG, XT Form

OFFICE USE ONLY

Entered By: \_\_\_\_\_

Date: \_\_\_\_\_

Campus: \_\_\_\_\_

Student Name \_\_\_\_\_ SID \_\_\_\_\_ Term/Year \_\_\_\_\_

DROP/NG/XT					ADD	
Course I.D.	Reference #	Circle Action	XT Last Date of Attendance		Course I.D.	Reference #
			Month/Date/Year			
		Drop   NG   XT	/   /			
		Drop   NG   XT	/   /			
		Drop   NG   XT	/   /			
		Drop   NG   XT	/   /			
		Drop   NG   XT	/   /			
		Drop   NG   XT	/   /			

**Drop** – Issued to ABE/GED students who never attended classes. No Last Date of Attendance (LDA) required.

**XT “Exit”** – Issued to ABE/GED students who exit the program for lack of attendance. LDA in class is required.

**NG “No Grade”** – Issued to ABE/GED students when moving from one course to another within the same term or pass section(s) of GED Exam.

**Employment Status Update:** Employed (Y/N) Looking for Employment (Y/N) Not Looking for Employment (Y/N) Date: \_\_\_\_\_

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
School Representative’s Signature

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