

Singer Add/Change Notice

Singer's Name: _____ Date: _____

Singer's Choir: _____

Information Received From: _____ Form Completed By: _____

NEW SINGER

Effective Date: _____

TRANSFER

Effective Date: _____

From _____ to _____

LEAVE OF ABSENCE

Effective Date: _____

Reason: _____

WITHDRAWAL

Effective Date: _____

Reason: _____

Approved by: _____ (Director, please initial and return to Information Management)

Copies to:

Director of Education

Choir Coordinator(s)

Financial Assistant

Music Librarian

Operations Manager

Other: _____