



<b>COURSE NAME AND CODE</b> Standard First Aid w/CPR/AED - Adult HSSFA404	<b>FOR DISASTER SERVICES AND AFES COURSES ONLY</b>
<b>NAME OF INSTRUCTOR</b> John Smith	<b>DATE COURSE WAS HELD</b>
<b>NAME OF CO-INSTRUCTOR</b>	<b>INSTRUCTOR ID NUMBER</b>
<b>DATE COURSE BEGAN</b> 1/1/2009	<b>DATE COURSE ENDED</b> 1/1/2009
	<b>COURSE OR ID NUMBER</b>

Include the course name, dates and instructor again.

COMPONENTS	First Aid	Adult CPR/AED				NAME	MAILING ADDRESS	PHONE	E-MAIL ADDRESS AND STUDENT ID	INSTRUCTOR COMMENTS	DSHR
ENROLLED	X	X				LAST Johnson	STREET 102 Main St.	( 719)			<input type="checkbox"/>
GRADE	P	P				FIRST Jane	CITY, STATE, ZIP Colorado Springs, CO 80903	555-1234			<input type="checkbox"/>
ENROLLED	X	X				LAST Smith	STREET 400 Broad St.	( 719)			<input type="checkbox"/>
GRADE	P	P				FIRST Adam	CITY, STATE, ZIP Colorado Springs, CO 80907	555-2222			<input type="checkbox"/>
ENROLLED	X	X				LAST Simmons	STREET 123 1st Ave.	( 719)			<input type="checkbox"/>
GRADE	P	P				FIRST Michael	CITY, STATE, ZIP Colorado Springs, CO 80919	555-4040			<input type="checkbox"/>
ENROLLED	x	X				LAST	STREET 201 S. 22nd St.	( 719-)			<input type="checkbox"/>
GRADE	P	P				FIRST	CITY, STATE, ZIP Colorado Springs, CO 80904	555-9999			<input type="checkbox"/>
ENROLLED							STREET	( )			<input type="checkbox"/>
GRADE							CITY, STATE, ZIP				<input type="checkbox"/>
ENROLLED							STREET	( )			<input type="checkbox"/>
GRADE							CITY, STATE, ZIP				<input type="checkbox"/>
ENROLLED							STREET	( )			<input type="checkbox"/>
GRADE						FIRST	CITY, STATE, ZIP				<input type="checkbox"/>
ENROLLED						LAST	STREET	( )			<input type="checkbox"/>
GRADE						FIRST	CITY, STATE, ZIP				<input type="checkbox"/>
ENROLLED						LAST	STREET	( )			<input type="checkbox"/>
GRADE						FIRST	CITY, STATE, ZIP				<input type="checkbox"/>
	4	4				TOTAL ENROLLED (Add each column)		<b>For information on components codes and which certificate(s) each participant receives, please contact your local American Red Cross unit.</b>			
	4	4				TOTAL PASSED (Add each column)					

Double check the spelling of the names.

You must list each component of the course separately in a column and indicate first if the student was enrolled in that component ("x" if they were, "no" if they weren't) and second, if they passed (P), failed (F) or audited (A).

Don't forget to total the columns

