



COURSE UPDATE FORM | REL-840

INSTRUCTIONS

Complete this form to notify the Commission of any additions, changes or cancellations to offered courses at least 15 days prior to such change and submit to krec@ks.gov. Attach separate sheets for each course name/code. This is a fillable form.

This is submitted as a(n):

ADDITION

CANCELLATION

CHANGE (indicate from and to below)

SCHOOL INFORMATION:

SCHOOL NAME

PROGRAM COORDINATOR

SCHOOL CODE (IF ASSIGNED)

COURSE INFORMATION:

COURSE NAME

INSTRUCTOR NAME(S):

COURSE CODE	HOURS APPROVED	HOURS PER SESSION	TOTAL HOURS IN COURSE
COURSE DATE(S)	TIME(S)	LOCATION(S)	CHANGE INFORMATION

COORDINATOR SIGNATURE

SIGNATURE

DATE SIGNED