



Transmittal Form – Adult EFNEP Records

Educator Name: _____ County: _____ Date Submitted: _____

Records List groups by name. This name should match the name on the Attendance Record and individual Entry/Exit records. Under ‘Total # of records,’ indicate how many entries and exits you are submitting. Place records behind transmittal form in order listed below. Participant records should be in the same order listed on the Attendance Record.		Entries – Must include a copy of the Attendance Record.		Exits – Must include a copy of the front page of the Attendance Record each time you send an Exit. Send the <u>original</u> Attendance Record with the last person’s Exit.		State Staff revd
Group Name	Total # of Records	# of Entries	(✓) if Attendance Record attached	# of Exits	(✓) if Attendance Record attached	

Place a (✓) if submitting the following:	
<input type="checkbox"/> Volunteer List Spreadsheet (submit monthly; Highlight updated hours and new volunteers). If there are no updates, submit a Volunteer List and write “No updates”.	
<input type="checkbox"/> WebNEERS List of Families updates for Graduates and Terminated only – If WebNEERS is correct, submit 1 st page of LoF and write “No updates”.	

Educator Comments:

STATE STAFF USE ONLY

Date Received: _____ Received by: _____

Comments (if any):