



Today's Date _____

Student Name _____
 Last First Middle

Parent Name _____
 Last First Middle

Add the Courses

#	Instructor Name	Day/Time	Course Title	Instructor Approval
1				
2				
3				

The Prometheus Academy—Office Use Only

School Administrator Date Received After Aug 30th _____

Registration Materials Updated _____

Teacher Rosters Updated _____

Accounts Receivable Changed _____

Payroll Updates Complete _____

Praxi System Updates Done _____

Send Email to Parent/Teacher _____