

## SkillsUSA NLSC DROP/CHANGE FORM

Thank you for registering your state for the National Leadership & Skills Conference. Please use this form to track and record spelling changes, email changes, add, drop, or swap of participants after the May registration deadline. **Bring a copy of this form with you onsite to your NLSC check-in appointment.**

### 2023 Registrant types

- **Contestant:** All students competing in a career competition
- **Advisors:** Teachers accompanying students to conference
- **Administrator:** Principal, Assistant Principal, Counselor, Chancellor, Dean, President, Vice President, Director, Department Head, CTE Director or any other administrator
- **Participant:** Chapter members, state officer or delegates (**Note:** students who are models for Esthetics and Nail Care and who are back-ups to competitors should also register in this category).
- **Guest:** Chaperone, school administrator, family members and guests of chapters
- **Child - Free (10 and under):** Access to conference floor at Georgia World Congress Center only
- **Child Session Pass (10 and under):** Access to conference floor at Georgia World Congress Center, Champions Festival, and admission to the general sessions at State Farm Arena
- **State Directors:** Each state SkillsUSA director and one assistant can be registered — there is a strict limit of two state director registrants. This registrant is free-of-charge and has “All Access” throughout the conference
- **State Office:** An optional registrant category that state directors can use to identify registrants on the NLSC invoice that the state or state director will pay for. This registrant type can be used for state officers, the state director’s family or other state personnel. **Note: Any state officer who is competing must register as a contestant.**
- **Models of Excellence:** Registrants who have achieved the highest honor of the Chapter Excellence Program and are interviewing as Models of Excellence at NLSC. These chapters were notified that they qualified for this honor by the SkillsUSA Office of Education. **Only participants who have been notified by the national office should register in this category.**

**New participants must provide a completed Conference Liability and Release Form plus a valid and unique email.** For a blank form go to the registration website: **Click the tab Conference>Conference Registration Liability & Release.**

- Ensure the accompanying adult, emergency contact information, home address, birthdate and email are provided for all contestants/student registrations
- Include the Conference Liability and Release Form for new registrants
- No refunds on drops without a substitution name
- Contestants must be registered members as of March 1 national membership deadline
- ADD/DROP section: Group substitutions together in each section. Use drop-down menus by clicking on text or click in each box to type information.
- Provide email addresses for new participants on the Conference, Registration, Liability & Release Form.

Questions? Contact Patty Duncan at 703-737-0635 or [pduncan@skillsusa.org](mailto:pduncan@skillsusa.org)

**SkillsUSA NLSC DROP/CHANGE FORM**

State:	Division
State Director:	Signature:

• Spelling Corrections:

Incorrect Name(s)	School Name	Correct Spelling of name

• Email Corrections:

Participant Name	School Name	Valid/Correct Email

State:	Division
State Director:	Signature:

Adds/Drops or Substitutions: **Group substitutions together in each section below. Use drop-down menus by clicking on text or type/print neatly.**

## SkillsUSA NLSC DROP/CHANGE FORM

Select Action	Registrant Name(s)	Registrant Type	Contest if applicable	Contestant Team #	Currently registered?	School Name	School
Select Action		Select Type			Y/N		Division
Select Action		Select Type			Y/N		Division
Select Action		Select Type			Y/N		Division
Select Action		Select Type			Y/N		Division
Select Action		Select Type			Y/N		Division
Select Action		Select Type			Y/N		Division
Select Action		Select Type			Y/N		Division
Select Action		Select Type			Y/N		Division

State:

Division

State Director:

Signature:

**Adds/Drops or Substitutions:** Group substitutions together in each section below. Use drop-down menus by clicking on text or type/hand-write.

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Select Action	Registrant Name(s)	Registrant Type	Contest if applicable	Contestant Team #	Currently registered?	School Name	School
Select Action		Select Type			Y/N		Division
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Select Action		Select Type			Y/N		Division
Select Action		Select Type			Y/N		Division
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Select Action		Select Type			Y/N		Division