



**OFFICE OF THE COMMANDANT  
MARION MILITARY INSTITUTE  
MARION, ALABAMA**



**NOTIFICATION OF CHANGE IN CADET RANK OR STATUS FORM**

This form must be completed and submitted to the battalion S-1 no later than 2200 on any Monday. The purpose of this form is to assist the Cadet Battalion and Commandant's Office Staff in personnel management.

TODAY'S DATE: \_\_\_\_\_

**FROM:** \_\_\_\_\_  
(Print name/position: i.e. CO) (Company)

**TO:** Assistant Commandant

1. Report a change in regards to cadet: \_\_\_\_\_  
(Print: Last name, first name)

Change in Rank: Previous rank: \_\_\_\_\_  
(i.e. CPL)  
 New rank: \_\_\_\_\_  
(i.e. SGT)

Change in Status: No longer enrolled at MMI.  
(Please remove from Guard Duty Rosters)

2. Change in rank occurred due to: \_\_\_\_\_  
 \_\_\_\_\_

(ex. Promoted into a leadership position/Removed from a leadership position/disciplinary action)

Signature: \_\_\_\_\_

**Approval**

**Signatures:**

|                     |
|---------------------|
| Company Commander   |
| TAC Officer         |
| C/ BN S-1           |
| C/BN S-2            |
| Commandant's Office |