



## Change of Schedule Request

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **PLEASE CHECK DESIRED CHANGES**

#### **\* TEMPORARY Change Request**

Add additional days of the week: \_\_\_\_/\_\_\_\_/\_\_\_\_ ED -Yes -No

Monday  Tuesday  Wednesday  Thursday  Friday

#### **\* PERMANENT Change Request**

Switching days: \_\_\_\_\_ for \_\_\_\_\_

Add additional days of the week:

Monday  Tuesday  Wednesday  Thursday  Friday

I hereby agree to be bound by this permanent schedule change and payment change.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### **\* OTHER change (detail)**

For office use: Request received \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ Confirmed with parents

\_\_\_\_ Teacher notified

\_\_\_\_ Staffing:  additional staffing needed  no staffing change needed

\_\_\_\_ Front Office notified  Procure updated \_\_\_\_\_  Attendance reprinted \_\_\_\_\_

\_\_\_\_ Business Office notified Date received \_\_\_\_/\_\_\_\_/\_\_\_\_

B.O. Procure billing \_\_\_\_\_  B.O. Excel \_\_\_\_\_