



# Change of Schedule Request Form

Today's Date (mm/dd/yyyy) \_\_\_\_\_

Child's Name (please print) \_\_\_\_\_

Regular Schedule:

Monday		Tuesday		Wednesday		Thursday		Friday	
AM		AM		AM		AM		AM	
PM		PM		PM		PM		PM	

Change in Regular Schedule:

Monday		Tuesday		Wednesday		Thursday		Friday	
AM		AM		AM		AM		AM	
PM		PM		PM		PM		PM	

I am (circle one) changing or adding hours to my child's regular schedule, change of regular schedule must be given to the office 48 hours prior to change of regular schedule.

Permanent Change to Your Child's Schedule:

Monday		Tuesday		Wednesday		Thursday		Friday	
AM		AM		AM		AM		AM	
PM		PM		PM		PM		PM	

A permanent change in your child's daily attendance schedule, per the terms of the Parent Handbook must be submitted two weeks prior to the date requested.

Effective Date: \_\_\_\_\_

(mm/dd/yyyy)



\_\_\_\_\_

Signature of Parent/Legal Guardian

\_\_\_\_\_

Date