

# Request for SCHEDULE CHANGE

**Parents:** For staffing considerations, we require a **two week** notice of any schedule change and it may not always be possible to accommodate your request. Please fill out and return this form to the designated box at the Early Childhood entrance.

Today's Date \_\_\_\_\_

**This is to request a change in my child's summer camp schedule.**

Name of Child \_\_\_\_\_ Grade: \_\_\_\_\_

This is a **permanent** schedule change.  
Change effective \_\_\_\_\_ through the end of camp.  
*Beginning Date*

This is a **one time** change only.  
Change for the week starting \_\_\_\_\_ **M T W R F**  
*Date* *Circle Days w/Changed Schedule*

The **new** schedule I'm requesting is as follows  
(permanent changes, please fill in for *ALL 5 weekdays*):

OFFICE USE ONLY

Previous Schedule: Times Needed:

	Date	Circle One:	
MON	_____	Full Day	Half Day
TUE	_____	Full Day	Half Day
WED	_____	Full Day	Half Day
THU	_____	Full Day	Half Day
FRI	_____	Full Day	Half Day

Parent Signature \_\_\_\_\_

**Office Use Only**

◆ Change has been: Approved  NOT Approved  Effective for Week of (date) \_\_\_\_\_

◆ Notified Parents by: Letter  In Person  By Phone

◆ Change accounted for in TADS Billing: Yes  No

Initials \_\_\_\_\_ today's date \_\_\_\_\_

Comments \_\_\_\_\_