

## SCHEDULE CHANGE REQUEST

*Schedule changes can be requested by currently enrolled families at the end of each semester. They need approval and are granted as space allows. Schedule changes should not be made after the 3rd week of the start of the semester. Please submit the completed form to the Administrative Assistant at your center one week prior to the requested date.*

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Classroom

I would like to request a change of schedule for my child effective \_\_\_\_\_ (date).

Please indicate the days of attendance for this new schedule:

<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
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\*UBCCC Schedule Options:

- 5-day (Mon-Fri)
- 3-day (Mon/Wed/Fri)
- 2-day (Tue/Thu)

I understand that this request will be granted based on space available in the classroom one week prior to the above requested date. Schedule changes are not accepted after the third week of the start of the semester.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date of Submission

**FOR OFFICE USE ONLY:**

**NOTES:**

APPROVED

NOT APPROVED AT THIS TIME.

\_\_\_\_\_  
Signature