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# Schedule Change/Drop Form

**Today's Date:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

## Current Schedule

**Classroom:** \_\_\_\_\_

**Days & Times:** \_\_\_\_\_

**Tuition:** \_\_\_\_\_

Change Drop (circle one)  
(30 day notice required)

**Classroom:** \_\_\_\_\_

**Days & Times:** \_\_\_\_\_

**Tuition:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

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

**Signatures:** \_\_\_\_\_

**Parent (request)**

\_\_\_\_\_  
**Director (approval/adjust registration)**

\_\_\_\_\_  
**Classroom Teacher (adjust attendance)**

\_\_\_\_\_  
**Administrative Office Associate (adjust tuition)**

Access card(s) deactivated      Quantity \_\_\_\_\_ Date \_\_\_\_\_  
 Access card returned              Quantity \_\_\_\_\_ Date \_\_\_\_\_