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## Schedule Change Request

**\*\* Schedules may be changed once every 30 days \*\***

\_\_\_\_\_  
 Parent or Guardian's Name

\_\_\_\_\_  
 Child's name

\_\_\_\_\_  
 Classroom

Current Schedule:

Monday    Tuesday    Wednesday    Thursday

Time:

Friday   \_\_\_\_\_am-\_\_\_\_\_pm

Hot Lunch    Lunch from home

Please make the following schedule change as of: \_\_\_\_\_

(Must be a minimum of two week advanced notice)

Effective Date (MM/DD/YYYY)

New Schedule:

Monday    Tuesday    Wednesday    Thursday

Time:

Friday   \_\_\_\_\_am-\_\_\_\_\_pm

Hot Lunch    Lunch from home

Changes (increase/decrease in hours or days) to your child's schedule must be in writing at least two weeks in advance. Any schedule change will be based on availability. Schedules may be changed once every 30 days.

 \_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_  
 Date

FOR OFFICE USE

\_\_\_\_\_  
 Received by

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Processed by

\_\_\_\_\_  
 Date