



Kindercourt Schools

Change in Schedule Request Form

****All requests for a change in schedule must be made in writing on this form and signed and dated. . A confirmation of approval or denial of your request will be put in your child's file. 2 months written notice is required, as scheduling is very complex. We will do our best to accommodate you! Thank you in advance for your help.**

Date: _____ Child's Name: _____

Email address _____

Child's Current schedule:

Days and Times: _____

Change Request:

Please write in detail what changes in schedule you are requesting:

Request for new schedule to begin on _____

Parent Signature _____

For office use only.....

_____ Approved - Changes approved to begin _____

_____ Denied - we will put you on a wait list and let you know if your requested schedule becomes available.
