



Brownsville Independent School District
Computer Services Department

REQUEST FOR ALTERNATE CYCLE SET-UP

I would like to request the following Alternate Cycle Day(s) be set-up to post class to daily attendance in accordance with policy 1.4.5.3. I have read the entire policy and agree to abide by the policy at all times when requesting set-ups to post for an Alternate Cycle Day(s) during the school year.

Name of Event: _____

Date of First Alternate Cycle Day: _____

ADA Period to Post as Alternate Time Slot: _____

*Other periods that will meet during Alternate Cycle Day: _____

Date of Second Alternate Cycle Day: _____

ADA Period to Post as Alternate Time Slot: _____

*Other periods that will meet during Alternate Cycle Day: _____

Date of Third Alternate Cycle Day: _____

ADA Period to Post as Alternate Time Slot: _____

*Other periods that will meet during Alternate Cycle Day: _____

Secondary Campus: _____	Date: _____
Authorizing Person: _____ (principal or assistant principal)	Title: _____
Authorizing Signature: _____	Year: _____

Computer Services USE ONLY

Date Received at Computer Services: _____

Initials: _____

*needed for GradeSpeed Attendance