



We Are NM

SCHEDULE CHANGE REQUEST FORM
(Due no later than the 15th of the preceding month)

(All changes are subject to available space and effective only after approval from the Extended Day office)

Child's Name: _____
(separate form for each child required)

Parents' Name: _____

Ext Day Site: _____ SECC _____ VBES

Requested Effective Date of Change: _____

CURRENT SCHEDULE

Early Start Session: M T W Th F

After School Session: M T W Th F

Please Check 4:30 pm _____ 6:00 pm _____

NEW SCHEDULE

Early Start: M T W Th F

After School: M T W Th F

Please Check 4:30 pm _____ 6:00 pm _____

WITHDRAWAL REQUEST FORM - see page 10 of the parent handbook

Requested Effective Date of Change:

Child's Name: _____
(separate form for each child required)

From: _____ AM Only _____ PM Only AM & PM School Session _____ 4:30 _____ 6:00

Ext Day Site: _____ SECC _____ VBES

Parent Signature _____

**** Please remember to let your child's teacher know of any changes. ****

EXT DAY OFFICE USE ONLY

Current Tuition \$ _____ New Tuition \$ _____

Date Form Received by Ext Day Office _____

Date Copy Returned to Parent _____