



## Change Schedule Notice

Dear Starboard Academy,

This letter is to formally notify you that I would like to change my child's scheduled days. I understand that a 30-day notice is required, and this request does not guarantee availability. Due to billing cycles, schedule changes will start at the beginning of the week. If the requested days are not available, I understand that my child will be placed on a waiting list and every effort will be made to accommodate the requested days as soon as possible.

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PREFERRED CHANGE DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ **Permanent Change**      \_\_\_\_ **Temporary Change**

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

Current Classroom: \_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Current Classroom: \_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Schedule: \_\_\_\_ FT      \_\_\_\_ T, TH      \_\_\_\_ M, W, F      \_\_\_\_ Other \_\_\_\_\_

New Schedule: \_\_\_\_ FT      \_\_\_\_ T, TH      \_\_\_\_ M, W, F      \_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

(Although a one-month notice is required, in certain circumstances an earlier change date will be accommodated when available.)

*Office Use Only*

**Date Received:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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

**Waitlisted:** \_\_\_\_