



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: ____