



Morning Academy and Extended Learning Change of Services Form

In order to change your Extended Day services, families must submit a Change of Services form to their campus's main office by the 15th of the month. As long as space is available in the programs that families request, families will be allowed to attend the programs that they requested the month after the form was submitted.

****Note: YOU MUST COMPLETE A FORM FOR EACH CHILD FOR WHOM YOU ARE REQUESTING A CHANGE IN SERVICES.**

Central Office will contact families within 48 hours of receipt to confirm:

1. If there is space in the program requested and whether or not their child will be allowed into the program the upcoming month or placed on the waitlist.
2. The monthly fee and due dates.

Student's First Name: _____ **Student's Last Name:** _____

Campus: _____ **Grade:** _____

Parent's First Name: _____ **Parent's Last Name:** _____

Parent's Phone Number: _____ **Parent's Email:** _____

Current Extended Day Services (check all services for which your child is currently registered):

____ Morning Academy ____ Extended Learning (MTWThF) ____ Extended Learning (Wed. ONLY)

Updated Extended Day Services (check all service for which you would like to register your child):

____ Morning Academy ____ Extended Learning (MTWThF) ____ Extended Learning (Wed. ONLY)

By signing below, I acknowledge that:

- I am requesting to change my current Extended Day services.
- I understand that a change of service request after the on-set of a new service month will not result in refunding of fees for that month.
- I understand that the submission of this form is my request to change services and that Central Office will notify me to confirm when my services have actually been changed.

Parent/Guardian Signature

_____/_____/_____
Month Day Year