



50 Dunham Ridge Rd, Beverly  
 1 Scott's Way, Essex  
 225 Maple St, Middleton  
 16 River St, Middleton  
 185 Lynn St, Peabody  
 17 Mill St, South Hamilton  
 50A Audubon Rd, Wakefield

### SCHEDULE CHANGE REQUEST FORM

School Location: \_\_\_\_\_

Today's Date: \_\_\_\_\_

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

DOB: \_\_\_\_\_

Child's Current Class Name: \_\_\_\_\_

### SCHEDULE CHANGE REQUEST

**PLEASE NOTE:** All schedule change requests require at least **two weeks written notice**. Schedule changes are **NOT GUARANTEED** and must be reviewed by the enrollment team. Changes will be approved based on availability of space and staffing during the times requested. Please allow for 2-4 days for notification of request approval or denial.

**Please check the one that applies.**

\_\_\_ I request a permanent schedule change effective \_\_\_\_\_ (date).

\_\_\_ I request a temporary schedule change starting \_\_\_\_\_ and ending \_\_\_\_\_.

\*temporary schedule changes are for emergency use only.

**Current Schedule**

	Arrival	Pick Up
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**Requested Schedule**

	Arrival	Pick Up
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

### OFFICE USE ONLY

Schedule Change Request \_\_\_ Approved

\_\_\_ Partial Approval

\_\_\_ Denied

Start Date: \_\_\_\_\_

**NOTES:**

	Arrival	Pick Up
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_