

Change of Attendance Form



- Change of Attendance
- Cancellation of Program

Student Name:	Student School/Grade:
Current Schedule:	
Change Effective Date:	
New Schedule:	
Dates of Absences:	

Reason for Change/Cancellation:

Parent Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Attendance Policy: A 4 week notice is required for program changes (withdrawals, reduction in weekly attendance schedule). All requests must be made in writing or by email. Invoices will only be adjusted if a 30 day notice is given.

Office Use Only:

Manager Notes:

Roster Updated: _____

Invoice Updated: _____

Payment Authorization Terminated: _____

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Manager Notes:

Roster Updated: _____

Invoice Updated: _____

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