

# Schedule Change Request Form

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

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

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

Date of Request: \_\_\_\_\_ Requested By (Name): \_\_\_\_\_

Request to **ADD ONLY** the following days to my schedule:

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
6/24 – 6/28	<input type="checkbox"/> June 24	<input type="checkbox"/> June 25	<input type="checkbox"/> June 26	<input type="checkbox"/> June 27	<input type="checkbox"/> June 28
7/1 – 7/5	<input type="checkbox"/> July 1	<input type="checkbox"/> July 2	<input type="checkbox"/> July 3	<b>July 4 CLOSED</b>	<input type="checkbox"/> July 5
7/8 – 7/12	<input type="checkbox"/> July 8	<input type="checkbox"/> July 9	<input type="checkbox"/> July 10	<input type="checkbox"/> July 11	<input type="checkbox"/> July 12
7/15 – 7/19	<input type="checkbox"/> July 15	<input type="checkbox"/> July 16	<input type="checkbox"/> July 17	<input type="checkbox"/> July 18	<input type="checkbox"/> July 19
7/22 – 7/26	<input type="checkbox"/> July 22	<input type="checkbox"/> July 23	<input type="checkbox"/> July 24	<input type="checkbox"/> July 25	<input type="checkbox"/> July 26
7/29 – 8/2	<input type="checkbox"/> July 29	<input type="checkbox"/> July 30	<input type="checkbox"/> July 31	<input type="checkbox"/> August 1	<input type="checkbox"/> August 2
8/5 - 8/9	<input type="checkbox"/> August 5	<input type="checkbox"/> August 6	<input type="checkbox"/> August 7	<input type="checkbox"/> August 8	<input type="checkbox"/> August 9
8/12 – 8/16	<input type="checkbox"/> August 12	<input type="checkbox"/> August 13	<input type="checkbox"/> August 14	<input type="checkbox"/> August 15	<input type="checkbox"/> August 16
8/19 – 8/23	<input type="checkbox"/> August 19	<input type="checkbox"/> August 20	<input type="checkbox"/> August 21	<input type="checkbox"/> August 22	<input type="checkbox"/> August 23
8/26 – 8/30	<input type="checkbox"/> August 26	<input type="checkbox"/> August 27	<input type="checkbox"/> August 28	<input type="checkbox"/> August 29	<input type="checkbox"/> August 30

Request to **ADD ONLY** the following field/swim trips:

Trip Name: \_\_\_\_\_ Date of Trip: \_\_\_\_\_ Grade: \_\_\_\_\_

Trip Name: \_\_\_\_\_ Date of Trip: \_\_\_\_\_ Grade: \_\_\_\_\_

Trip Name: \_\_\_\_\_ Date of Trip: \_\_\_\_\_ Grade: \_\_\_\_\_

Please Note: You will be contacted by phone or email only if we are NOT able to assist you with your request. If you do not hear from ISC after submitting this request, your days and trips will be added to your child's/children's account(s)

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

For Office Use Only

DMS \_\_\_\_\_

POS \_\_\_\_\_

Confirm Request Entered By: \_\_\_\_\_

# Schedule Change Request Form

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

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

Date of Request: \_\_\_\_\_ Requested By (Name): \_\_\_\_\_

## Request to REMOVE ONLY the following days to my schedule:

\*You must add as many days as you remove. You are required to pay for the number of days you selected on the contract.  
A remove only form must be accompanied by an ADD ONLY form.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
6/24 – 6/28	<input type="checkbox"/> June 24	<input type="checkbox"/> June 25	<input type="checkbox"/> June 26	<input type="checkbox"/> June 27	<input type="checkbox"/> June 28
7/1 – 7/5	<input type="checkbox"/> July 1	<input type="checkbox"/> July 2	<input type="checkbox"/> July 3	July 4 CLOSED	<input type="checkbox"/> July 5
7/8 – 7/12	<input type="checkbox"/> July 8	<input type="checkbox"/> July 9	<input type="checkbox"/> July 10	<input type="checkbox"/> July 11	<input type="checkbox"/> July 12
7/15 – 7/19	<input type="checkbox"/> July 15	<input type="checkbox"/> July 16	<input type="checkbox"/> July 17	<input type="checkbox"/> July 18	<input type="checkbox"/> July 19
7/22 – 7/26	<input type="checkbox"/> July 22	<input type="checkbox"/> July 23	<input type="checkbox"/> July 24	<input type="checkbox"/> July 25	<input type="checkbox"/> July 26
7/29 – 8/2	<input type="checkbox"/> July 29	<input type="checkbox"/> July 30	<input type="checkbox"/> July 31	<input type="checkbox"/> August 1	<input type="checkbox"/> August 2
8/5 - 8/9	<input type="checkbox"/> August 5	<input type="checkbox"/> August 6	<input type="checkbox"/> August 7	<input type="checkbox"/> August 8	<input type="checkbox"/> August 9
8/12 – 8/16	<input type="checkbox"/> August 12	<input type="checkbox"/> August 13	<input type="checkbox"/> August 14	<input type="checkbox"/> August 15	<input type="checkbox"/> August 16
8/19 – 8/23	<input type="checkbox"/> August 19	<input type="checkbox"/> August 20	<input type="checkbox"/> August 21	<input type="checkbox"/> August 22	<input type="checkbox"/> August 23
8/26 – 8/30	<input type="checkbox"/> August 26	<input type="checkbox"/> August 27	<input type="checkbox"/> August 28	<input type="checkbox"/> August 29	<input type="checkbox"/> August 30

Total Number of Days Removed: \_\_\_\_\_

Total Number of Days Added: \_\_\_\_\_

Please Note: If you do not add the same number of days that you removed, the request will NOT be processed. If you would like to remove a field trip, swim trip, sport or enrichment camp, please use the Field Trip Cancellation Form.

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

For Office Use Only

DMS \_\_\_\_\_

POS \_\_\_\_\_

Confirm Request Entered By: \_\_\_\_\_