

# GV CHRISTIAN SCHOOL

The Pursuit of God, Knowledge, Compassion & Leadership

## Schedule Change Request

Today's Date: \_\_\_\_\_ Date change is effective for: \_\_\_\_\_

Date returning to original schedule\* (if applicable) \_\_\_\_\_

\*Schedule changes that affect the tuition rate can only be made twice a year.

Reason for schedule change: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

\*\*\*\*\***CURRENT** Schedule (circle days attending and mark full or half day)\*\*\*\*\*

M T W Th F

Full Day \_\_\_ or Half Day \_\_\_

\*\*\*\*\***NEW** Schedule request (circle days you want to attend and mark full or half day)\*\*\*\*\*

M T W Th F

Full Day \_\_\_ or Half Day \_\_\_

**I have read and understand the below statements from the Parent Handbook:**

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

Please be aware of the following as stated in the Parent Handbook:

1. The schedule change must be received in writing at least **one calendar week prior to the desired change**.
2. All schedule changes are subject to review and **must be approved** in order to take effect
3. Schedule changes that affect the tuition rate can only be made twice a year.
4. Part time schedules (less than 5 days) requesting to change which days attended to accommodate a holiday week are on a **first come first serve basis** and are subject to approval.
5. Schedule changes are not meant too (and cannot) be used as a temporary revolving schedule from week to week.
6. Schedule changes should not be used as a temporary means or method to reduce tuition costs- financial hardship notwithstanding.

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For office use only: Type of Request: Permanent \_\_\_ Daily \_\_\_

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Approved \_\_\_ OR Denied \_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Parent notified by: Letter \_\_\_ Infodirect \_\_\_ Email \_\_\_ Phone \_\_\_

CC: Registrar \_\_\_ Bookkeeping \_\_\_ Teacher \_\_\_ File \_\_\_