



Discovery Link SCHEDULE CHANGE FORM



All Schedule Change forms must be completed five business days in advance and must be turned in to your child care site or sent via email to discoverylink@dpsk12.org. Once we receive your schedule change form, your new schedule start date will be determined, and you will be notified of the change via email. **A separate form is required for each child. Please Note: If you are withdrawing (dropping) from a program we cannot guarantee that space will be available, and you will be placed at the end of a waitlist if one exists.**

Child's Name:	Today's Date:
Parent's Name:	
Site:	

OLD Schedule <i>(Place an X in the days your child currently attends each program)</i>	Early Release*					
M	T	W	TH	F	F 1-3 pm	F 1-6 pm
EARLY RISER						
KADOODLES						
AFTER-SCHOOL						

Parents, please list your requested date for the new schedule to begin: _____

Confirmed date for the new schedule to begin: _____ *(to be determined by your Site P/S or Ass't Site Coordinator)*

NEW Schedule <i>(Place an X in the days you would like your child to attend each program)</i>	Early Release*					
M	T	W	TH	F	F 1-3 pm	F 1-6 pm
EARLY RISER						
KADOODLES						
AFTER-SCHOOL						

* Early Release days occur at DLS & Roberts locations only

There will be no fee assessed for the first schedule change, \$10 for the second, and \$15 for each change thereafter during a school year.

Parent/Guardian Signature

Date

FOR OFFICE USE ONLY

Approved by (Staff Name): _____

Date: