



BROWN COUNTY  
SCHOOLS  
NASHVILLE, INDIANA

**BCS Preschool Change of Day Request Form**

Thank you for choosing the Brown County Schools Preschool Program for your child! If you need to increase or decrease your child’s weekly participation during the year, our process is as follows:

To add or remove one or more preschool days, at least **48 hour written notification** using this form is required. Please complete the information below and return it to your child’s preschool teacher. Remember, all Brown County Preschool Scholarship students are required to attend their approved number of days per week. **Change Requests will be approved on a case-by-case basis with consideration for each family’s needs.**

CHILD’S FIRST and LAST NAME: \_\_\_\_\_

Child’s Current Program	
Days Attending (☑)	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

New Program	
Days Requested (☑)	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Change Request Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

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**OFFICE USE ONLY**

Principal’s Initials:	Approval Date:
Teacher’s Initials:	Notice Date:
School Office Notification:	Notice Date:
*Transportation Notification (Special Needs Only)	Notice Date:

**New Program Start Date:** \_\_\_\_\_ (minimum 48 hours from Request Date)