



BROWN COUNTY SCHOOLS

World Class Opportunities. Small School Relationships. Lifelong Impact.

Preschool Program Change 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, the minimum participation required is 2 days per week. Change Requests may be made one time per trimester based on the BCS School Calendar.

CHILD'S FIRST NAME

CHILD'S LAST NAME

Child's Current Program
Circle Days
Monday
Tuesday
Wednesday
Thursday
Friday

New Program
Circle Days
Monday
Tuesday
Wednesday
Thursday
Friday

Change Request Date: _____ / _____ / _____

Parent/Guardian Signature: _____

OFFICE USE ONLY

Principal's Initials: _____ Date: _____ / _____ / _____
 Teacher's Initials: _____ Date: _____ / _____ / _____
 School Office Notification: _____ Date: _____ / _____ / _____

New Program Start Date: _____ / _____ / _____ (at least 48 hours from Request Date)