

# MEDLC Change of Schedule Form

All changes to a student's MEDLC schedule must be submitted between December 15th and January 15th. All changes will be effective February 1st. All change forms need to be handed to the head teacher at the respective school.

I am submitting notice of change for my child /children in MEDLC at (please circle):

- Cedar Hill
- Hilldale
- Lazar
- Valley View
- William Mason
- Woodmont

Child Name: \_\_\_\_\_

Child Name: \_\_\_\_\_

Child Name: \_\_\_\_\_

The effective date will be: \_\_\_\_\_ February 1st \_\_\_\_\_

**\*\*If your child's schedule is not changed by January 15th, the previous schedule will remain. You cannot switch scheduled days, but you may add extra days if you need them. No refunds are given for days not attended.**

Please select all that apply:

Student(s) days will change from (circle all that apply): Mon / Tues / Wed / Thurs / Fri  
to (circle all that apply): Mon / Tues / Wed / Thurs / Fri

Student(s) pick up time will change from (please circle): before 3:45 PM / 6:00 PM  
to (please circle): before 3:45 PM / 6:00 PM

Student(s) time of day will change from (please circle): AM Only / PM Only / AM & PM  
to (please circle): AM Only / PM Only / AM & PM

**\*\*Overpayment will be applied to future balance.**

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

Reason for withdrawal:

\_\_\_\_\_  
\_\_\_\_\_

Head Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

