



# Schedule Change Request Form

Class Name: \_\_\_\_\_

Cost (Members/Non-Members): \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Schedule Change (circle one): Delete   Revise   New   Sub (Separate form for each change type.)

### Current Schedule

	Mon	Tue	Wed	Thu	Fri	Sat
AM	_____	_____	_____	_____	_____	_____
PM	_____	_____	_____	_____	_____	_____
Effective Date (if Delete)	_____					

### Revised or New Schedule

	Mon	Tue	Wed	Thu	Fri	Sat
AM	_____	_____	_____	_____	_____	_____
PM	_____	_____	_____	_____	_____	_____
Effective Date (s)	_____					Ongoing?

### Sub Name (s)

Sub #1: \_\_\_\_\_

Sub #2: \_\_\_\_\_

*Please enter Sub's initials accordingly on Sub Schedule.*

### Sub Schedule

	Mon	Tue	Wed	Thu	Fri	Sat
AM	_____	_____	_____	_____	_____	_____
PM	_____	_____	_____	_____	_____	_____
Date (s)	_____					

Additional details for changes, deletions, additions or any comments:

Instructor/Staff Signature: \_\_\_\_\_

*\*Forms must be received at the Center ASAP to update the website calendar and by the 18th of the month for change or deletion to be reflected in the next newsletter.*

## FOR OFFICE USE ONLY

KM- Space & Calendar - **Date:** \_\_\_\_\_

CC - Instructor Contracts & New Events/Activities - **Date:** \_\_\_\_\_

JR - Web Calendar & Newsletter - **Date:** \_\_\_\_\_

NB - Information & File - **Date:** \_\_\_\_\_