

# Al Fatih Academy Schedule Change Application



<b>FOR ACADEMIC YEAR</b> <i>(Please circle one):</i>	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020
<b>CHILD'S LAST NAME:</b>	<b>CHILD'S FIRST NAME:</b>	<b>DATE OF BIRTH</b>  / / ( mm / dd / yyyy)	<b>GENDER (Circle One):</b>  Male      Female	

*Please circle the Schedule you request for your child:*

Pre-School		Pre-Kindergarten	
Current Schedule	New Schedule	Current Schedule	New Schedule
___ 5 full days(M-F)	___ 5 full days(M-F)	___ 5 full days(M-F)	___ 5 full days(M-F)
___ 5 half days(M-F)	___ 5 half days(M-F)	___ 5 half days(M-F)	___ 5 half days(M-F)
___ 3 full days(M,W,F)	___ 3 full days(M,W,F)	___ 3 full days(M,W,F)	___ 3 full days(M,W,F)
___ 3 half days(M,W,F)	___ 3 half days(M,W,F)	___ 3 half days(M,W,F)	___ 3 half days(M,W,F)
___ 2 full days(Tu,Th)	___ 2 full days(Tu,Th)	___ 2 full days(Tu,Th)	___ 2 full days(Tu,Th)
___ 2 half days(Tu,Th)	___ 2 half days(Tu,Th)	___ 2 half days(Tu,Th)	___ 2 half days(Tu,Th)

<b>PARENT/GUARDIAN'S 1<sup>ST</sup> &amp; LAST NAMES:</b>	<b>DAYTIME PHONE#:</b>
<b>ADDRESS:</b>	<b>MOBILE PHONE#</b>
	<b>EMAIL ADDRESS:</b>
<b>PARENT/GUARDIAN SIGNATURE:</b>	<b>DATE OF SIGNATURE:</b>

***By signing above, you certify that you have read and agree to the terms listed on the back of this form.***

For AFA Office Use Only

DATE RECEIVED:	CHECK # :  AMOUNT \$	GRADE REQUESTED:	ACADEMIC YEAR REQUESTED:
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**COMMENTS:**

## **Schedule Change Policy.**

- I understand if I request more than one Preschool/Pre-Kindergarten schedule change for my child/ren prior to September 30<sup>th</sup> of the current school year, I must pay a \$100 administrative fee for each additional change.
- I understand if I request a Preschool/Pre-Kindergarten schedule change for my child/ren after September 30<sup>th</sup> of the current school year, I must pay a \$200 administrative fee for each change.
- I understand I must inform Al Fatih Academy of any changes to my contact or emergency contacts' information such as mailing address, email address, telephone numbers, and emergency contact names/phone numbers, etc.