Ivy League Schedule Change Form

To change days, email notice to register@ivyleaguekids.org, fax to 815-464-1140 or you can call our administration office 815-464-1265 for approval.

Today’s Date: ___________________ Child’s Name: __________________________________________

Date of Change: ________________ Location of Program: ______________________________________

School Child Attends: _________________________________________________________________

Permanent Change: ______________ One Time Change: _____________________________________

Note: _______________________________________________________________________________

___________________________________________________________________________________

Parent signature: ____________________________________________ Date: _________________

REMEMBER WE MUST HAVE 2-WEEKS NOTICE TO CREDIT YOUR ACCOUNT

Office Use Only***

Received By: _________________________ Date Received: _________________________

Bus Run: _______ Site Director: _________________ Ledger: ___________ Schedule: ________

___________________________________________________________________________________

Today’s Date: ___________________ Child’s Name: __________________________________________

Date of Change: ________________ Location of Program: ______________________________________

School Child Attends: _________________________________________________________________

Permanent Change: ______________ One Time Change: _____________________________________

Note: _______________________________________________________________________________

___________________________________________________________________________________

Parent signature: ____________________________________________ Date: _________________

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Bus Run: _______ Site Director: _________________ Ledger: ___________ Schedule: ________