



# Project Read and Reach

A School Age Community Engaged in Literacy, Character, and Service

St. Charles City School District



## PROGRAM CHANGE/WITHDRAWAL FORM

2015-2016 School Year

Parents are required to give a minimum of two (2) weeks' notice prior to your child's withdrawal from the program. Any change in your child's school year schedule requires no less than one (1) week written notice prior to the requested change and be specific on the change requested.

Please submit this form to the Adult & Community Education Office. **DO NOT BRING OR MAIL THE FORM TO YOUR CHILD'S TEACHER OR THE SCHOOL OFFICE.**

Child's Name: \_\_\_\_\_ School Site: \_\_\_\_\_

Indicate: Change Requested  or Withdrawal

Change from:	Change to:
Effective Change/Withdrawal Date:	
Billing Responsible Parent Signature:	Date:

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**OFFICE ONLY:**

Date form received in office: \_\_\_\_\_ Received by: \_\_\_\_\_ (initial)  
Date records modified: \_\_\_\_\_ Site notified: \_\_\_\_\_ (initial)  
Parent notified: \_\_\_\_\_ (initial)

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St. Charles City School District - Adult & Community Education  
2400 Zumbuhl Road, St. Charles, MO 63301 636-443-4043