

# Student Change Form

Due to tight room scheduling and other teacher schedules. The following information is necessary for adding/changing a student's schedule. Schedule changes must be approved by the teacher and Registrar before they take effect.

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_ **Instrument:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Type of Change:**

**Day Change:** \_\_\_\_\_ **Time Change:** \_\_\_\_\_

**Reason(s) for Day or Time Change:**

**Discontinue Lessons:** \_\_\_\_\_ \*

**Reason for discontinuing lessons**

- \_\_\_\_\_ **Moving**
- \_\_\_\_\_ **Lack of interest**
- \_\_\_\_\_ **Poor performance**
- \_\_\_\_\_ **Discipline problems**
- \_\_\_\_\_ **Other**

**Notification Received**

- \_\_\_\_\_ **Written notification by parent**
- \_\_\_\_\_ **Parent phoned**
- \_\_\_\_\_ **No notification**

**Signature of Parent/Guardian:** \_\_\_\_\_

**(A 30 Day Notice is required for termination of lessons)**

**For official use: Connecticut Valley School of Music & Dance**

**Effective Date of Change:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Approval of Teacher.....Yes** \_\_\_\_ **No** \_\_\_\_ **Signature:** \_\_\_\_\_

**Approval of Registrar.....Yes** \_\_\_\_ **No** \_\_\_\_ **Signature:** \_\_\_\_\_