

Temporary Change to Existing Schedule

Please use this form to request a temporary change to your existing schedule. If you need more space, please use another form. If you are adding a new temporary pickup, please leave the spaces next to 'Existing' blank.

Change 1

Existing Pickup Time	
New Pickup Time	
Existing Pickup Location	
New Pickup Location	
Reason For Change	

Change 2

Existing Pickup Time	
New Pickup Time	
Existing Pickup Location	
New Pickup Location	
Reason For Change	

I understand that all efforts will be given to add the new change to the schedule, but there may be substantial differences between requested times and scheduled times if the change is even possible. I further understand that academic changes take priority over non-academic changes.

(Print name) _____ (Signature) _____

Date Received _____ Receiving Official _____