

Permanent Change to Existing Schedule

Please use this form to request a permanent change to your existing schedule. If you need more space, please use another form. If you are adding a new permanent 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 a change is even possible. I further understand that academic changes take priority over non-academic changes.

(Print name) _____ (Signature) _____

Date Received _____ Receiving Official _____