



## Add A Class Form

**This change will be implemented upon approval by the Instructor.**

Name of Student \_\_\_\_\_

Class to be Added \_\_\_\_\_

Beginning Date \_\_\_\_\_

Ending Date \_\_\_\_\_

Class Tuition Fee \_\_\_\_\_

Book(s) needed  
(teacher completes)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Instructor \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Today's Date \_\_\_\_\_

*Office Use Only:*

- Tuition adjusted-revised invoice attached
- FACTS notified
- Roster & eWeb changed
- Attendance changed
- C.E. Spreadsheet