

# DANCE

## Request / Authorization for Permanent Change of Class

# DANCE

**Instructions:** In order to make a permanent change in your class schedule, this form must be completed. A CHANGE can be adding a class, removing a class, level promotion, or leave of absence \*. Please fill in all of the requested information below, sign, date and turn in the form at the front counter. Check the Roster to see if the change has been approved. Thank You.

Date \_\_\_\_\_ Name \_\_\_\_\_

Phone Number (In Case there are questions) \_\_\_\_\_

E-Mail (In Case there are questions) \_\_\_\_\_

**My current classes are (please list ALL classes) :**

(Please circle 'Y' or 'N')

CLASS \_\_\_\_\_ DAY \_\_\_\_\_ TIME \_\_\_\_\_ LEVEL \_\_\_\_\_ CHANGE Y N

CLASS \_\_\_\_\_ DAY \_\_\_\_\_ TIME \_\_\_\_\_ LEVEL \_\_\_\_\_ CHANGE Y N

CLASS \_\_\_\_\_ DAY \_\_\_\_\_ TIME \_\_\_\_\_ LEVEL \_\_\_\_\_ CHANGE Y N

CLASS \_\_\_\_\_ DAY \_\_\_\_\_ TIME \_\_\_\_\_ LEVEL \_\_\_\_\_ CHANGE Y N

(BD, Hula, Fusion)

**For any class that I have circled 'Y' in the change field above, this is what I want done :**

(Fields in gray to be filled in by instructor ONLY!)

<b><u>CHANGE</u></b> to a different DAY	CLASS _____ DAY _____ TIME _____ LEVEL _____	APPROVED	Y	N

<b><u>ADD</u></b> same level additional DAY	CLASS _____ DAY _____ TIME _____ LEVEL _____	APPROVED	Y	N

<b><u>REMOVE*</u></b> Completely	CLASS _____ DAY _____ TIME _____ LEVEL _____	APPROVED	Y	N

<b>Level Promotion</b>	CLASS _____ DAY _____ TIME _____ LEVEL _____	APPROVED	Y	N

**Leave of Absence\*** How long? \_\_\_\_\_ Reason? \_\_\_\_\_

*\* If you have 'auto pay' for your classes PLEASE fill out a 'Request to Discontinue Automatic Charge Form' !*

Signatures:

Student \_\_\_\_\_

Isis \_\_\_\_\_

Other \_\_\_\_\_

Roster Changed: \_\_\_\_\_

Office Manager: \_\_\_\_\_

For Office Use Only

**DRUM**

**Request / Authorization  
for Permanent Change of Class**

**DRUM**

**Instructions:** In order to make a permanent change in your class schedule, this form must be completed. A CHANGE can be adding a class, removing a class, level promotion, or leave of absence \*. Please fill in all of the requested information below, sign, date and turn in the form at the front counter. Check the Roster to see if the change has been approved. Thank You.

**Date** \_\_\_\_\_ **Name** \_\_\_\_\_

**Phone Number** (In Case there are questions) \_\_\_\_\_

**E-Mail** (In Case there are questions) \_\_\_\_\_

**My current classes are (please list ALL classes) :**

(Please circle 'Y' or 'N')

CLASS \_\_\_\_\_ DAY \_\_\_\_\_ TIME \_\_\_\_\_ LEVEL \_\_\_\_\_ CHANGE Y N

CLASS \_\_\_\_\_ DAY \_\_\_\_\_ TIME \_\_\_\_\_ LEVEL \_\_\_\_\_ CHANGE Y N

CLASS \_\_\_\_\_ DAY \_\_\_\_\_ TIME \_\_\_\_\_ LEVEL \_\_\_\_\_ CHANGE Y N

CLASS \_\_\_\_\_ DAY \_\_\_\_\_ TIME \_\_\_\_\_ LEVEL \_\_\_\_\_ CHANGE Y N

**For any class that I have circled 'Y' in the change field above, this is what I want done :**

(Fields in gray to be filled in by instructor ONLY!)

<b><u>CHANGE</u></b> to a different DAY	CLASS _____ DAY _____ TIME _____ LEVEL _____	APPROVED	Y	N

<b><u>ADD</u></b> same level additional DAY	CLASS _____ DAY _____ TIME _____ LEVEL _____	APPROVED	Y	N

<b><u>REMOVE*</u></b> Completely	CLASS _____ DAY _____ TIME _____ LEVEL _____	APPROVED	Y	N

<b>Level Promotion</b>	CLASS _____ DAY _____ TIME _____ LEVEL _____	APPROVED	Y	N

**Leave of Absence\*** How long? \_\_\_\_\_ Reason? \_\_\_\_\_

*\* If you have 'auto pay' for your classes PLEASE fill out a 'Request to Discontinue Automatic Charge Form' !*

Signatures:

Student \_\_\_\_\_

Soroush \_\_\_\_\_

Malachai \_\_\_\_\_

Roster Changed: \_\_\_\_\_

Office Manager: \_\_\_\_\_

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