

School Calendar Change Request

If your school board wishes to request a change in the school calendar, please complete and return this form prior to **May 1, 20__**. Use this form to request changes from the school day and hour requirements.

School Name _____

Yearly calendar alterations:

Opening day of school (if different from the approved school calendar) _____

Spring Break (if different from approved school calendar) _____

Other date changes _____

Weekly schedule changes: Please indicate any changes wanted from the regular 6-hour day (or longer, excluding lunch periods), five days a week (Minimum 30 hours per week.)

Please give reasons for your request for these changes and an explanation of how any lost time will be made up, etc.

It is a Conference policy requirement that requests to alter school calendar or the day and hour requirements be submitted to the conference office of education for approval.

Approved by conference office of education _____
Signed _____ Date _____
