



# WALL TOWNSHIP PUBLIC SCHOOLS

Office of the Wrap-Around Program  
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## Wrap-Around Schedule Change/Withdrawal Request Form

<b>Child's Name</b>	
<b>Child's School</b>	
<b>Current Schedule</b>  *Please List Current Scheduled Days & Note AM or PM care	
<b>Change Requested</b>  *Please list NEW Scheduled Days	
<b>Change Start Date</b>	
<b>Withdrawal Date</b>	

### Withdraw Policy

Withdrawals are only effective the first of the month. Withdrawal forms must be received by the Office of the Wrap-Around Program 30 days prior to the first of the month of withdrawal. Please be advised, only one schedule change per year will be permitted. **Any additional schedule change requests will be subject to the Superintendent's approval.**

### Change In Attendance Policy

Any changes to your child's Wrap-Around schedule are effective within 3 business days of request.

Requests for schedule changes are accepted throughout the school year. Please consider your request carefully. This form initiates the formal process.

Please return this form to the Office of the Wrap-Around Program, Attention: Wrap-Around Program Supervisor via mail or fax at (732) 556-2101.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Supervisors Approval: \_\_\_\_\_ Date: \_\_\_\_\_