



CITY OF MALDEN, MASSACHUSETTS

MALDEN PUBLIC SCHOOLS

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Cancellation/Request for Changes to Daily Enrollment Form

Cancellation Policy: Cancellations prior to the start of the 2021 school year need to be submitted in writing by August 25th at 5pm to avoid weekly charges. After August 25th 2021, withdrawal from the program or a reduction in the number of days enrolled requires a two week written notice. The cancellation date will be counted from the date the written notification is received. Cancellations should be directed to the MOST Program office only.

Changes to Daily Enrollment: Requests for changes to daily enrollment can only be made at the start of the school year (before September 24, 2021) or during the two registration periods before the start of each enrichment session (**December 6th-10th** or **March 7th-11th**), pending space available. Approved changes will take effect at the start of the new enrichments session. The request must be submitted on the *Cancellation/Request for Changes to Daily Enrollment* form and should be directed to the MOST Program Office only. Requests submitted outside of the two (2) registration periods listed above will not be accepted.

Parent/Guardians Name(s):	
Email Address:	
Child(ren)'s Name(s) and Grade(s):	
School:	

Please select requested changes:

- Cancel enrollment
- Reduce days enrolled (minimum 3 days per week; please list days below you would like to *keep*)
- Change days enrolled (please list days below you would like to switch to)

Request for preferred days: (Restrictions may apply due to availability)

Monday	Tuesday	Wednesday	Thursday	Fridays

Cancellation or a reduction of days enrolled will take effect two weeks after the form has been received and approved. Requests for changes to daily enrollment will take effect at the start of the new enrichment session pending space available.

Reason: _____

Office Use Only

Date Received	
Approved by	