

**Oberlin Early
Request for**



**Childhood Center
Change of Enrollment Status**

Please complete the request for enrollment form and turn it into the office. Approval of the change of status request is based on the availability of slots at that time. A three-week notice must be given prior to the transition. OECC will do their best to meet your request. If your request is approved your income will be re-verified and you will be asked to submit your last two pay stubs.

My child/children: _____, _____ is/are currently enrolled in the _____ and _____ room.

I am requesting a change of enrollment status for the following reason:

_____.

My child/children are/is currently attending the following days and times:

Days	Times
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

I am requesting for my child/children to attend the following days and times beginning (date) _____:

Days	Times
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Parent's Signature: _____ Date: _____

Parent Phone Number: _____

Office use only

- Change of status approved for the following days and beginning on: _____
- Change of status not approved for the following reason. _____
- New Tuition: _____
- Updated Enrollment Board
- Updated Account
- Updated Attendance Sheet
- Updated OnCare

Enrollment Specialist Signature: _____ Date: _____