**Learning Plan Schedule Request Form**

Please fill out a separate form for each Learning Plan presentation time needed. This must be filled out clearly and completely in order to get your time scheduled. Must be submitted a week prior to days/times requesting. A scheduled time will be emailed (write your email legible) to you within 2 business days.

 Course # (ex. CHLD 130) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requesting week of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| Name: |  | Age Group:(choose one) | Toddler or Two [ ]  | Three [ ]  | Four [ ]  |
| Email: |  | Phone #: |  |
|  |  |  |  |  |  |
| **FOUR YEAR-OLD SCHEDULE: Room 4 or 5** |  |  |  |
| **1st Choice** | **Monday** **[ ]**  | **Tuesday [ ]**  | **Wednesday [ ]**  | **Thursday [ ]**  | **Friday** [ ]  |
| **Indoor:** | 9:00am [ ]  | 10:30am [ ]  | Group Time**:** 8:45am [ ]   |  |  |  |
| **Outdoor:** | 9:00am [ ]  | 10:30am[ ]   | 2:30pm (No Fridays): [ ]  Group Time**:** 11:30am [ ]  |  |
|  |
| **2nd Choice** | **Monday [ ]**  | **Tuesday [ ]**  | **Wednesday [ ]**  | **Thursday [ ]**  | **Friday** [ ]  |
| **Indoor** | 9:00am [ ]  | 10:30am [ ]  | Group Time8:45am [ ]  |  |  |  |
| **Outdoor** | 9:00am [ ]  | 10:30am [ ]  | 2:30pm (No Fridays) [ ]  Group Time 11:30am [ ]  |  |
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| **THREE YEAR-OLD SCHEDULE: Room 3** |  |  |  |
| **1st Choice** | **Monday [ ]**  | **Tuesday [ ]**  | **Wednesday [ ]**  | **Thursday [ ]**  | **Friday** [ ]  |
| **Indoor:** | 10:30am [ ]  | 11:00am [ ]  | Group Time**:** 8:45am [ ]  |  |  |  |
| **Outdoor:** | 9:00am [ ]  | 9:30am[ ]   | 2:30pm (No Fridays): [ ]  Group Time11:30am [ ]  |  |
|  |
| **2nd Choice** | **Monday [ ]**  | **Tuesday [ ]**  | **Wednesday [ ]**  | **Thursday [ ]**  | **Friday** [ ]  |
| **Indoor** | 10:30am [ ]  | 11:00am [ ]  | Group Time8:45am [ ]  |  |  |  |
| **Outdoor** | 9:00am [ ]  | 9:30am [ ]  | 2:30pm (No Fridays) [ ]  Group Time11:30am [ ]  |  |
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| **TWO YEAR-OLD SCHEDULE: Room 1 or 2** |  |  |  |
| **1st Choice** | **Monday [ ]**  | **Tuesday [ ]**  | **Wednesday [ ]**  | **Thursday [ ]**  | **Friday** [ ]  |
| **Indoor:** | 8:30am [ ]  | 10:30am [ ]  | **Group Time:** 8:30am [ ]   |  |  |  |
| **Outdoor:** | 8:30am [ ]  | 10:30am[ ]   | **Group Time:** 11:00am [ ]  **Group Time:** 9:15am [ ]  |  |
|  |
| **2nd Choice** | **Monday [ ]**  | **Tuesday [ ]**  | **Wednesday [ ]**  | **Thursday [ ]**  | **Friday** [ ]  |
| **Indoor** | 8:30am [ ]  | 10:30am [ ]  | **Group Time** 8:30am [ ]  |  |  |  |
| **Outdoor** | 8:30am [ ]  | 10:30am [ ]  | **Group Time:** 11:00am [ ]  **Group Time:** 9:15am [ ]  |  |
|  |

**For office use:**

**Received request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Scheduled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notified Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**