



For office use only:

Child Plus#: _____ Current Funding Source: TB/CPP/HS/ECSE
% of Poverty: _____ Asset Score: _____
Requesting Change for School Year/s: _____

Request for Classroom/Location Change

Student Information

Student Name: _____

Parent/Guardian Information: _____

Home Address: _____

Home Phone: _____ Cell/Work/Other: _____

Current Site: _____ AM/PM/Full-Day (please circle one) Current teacher: _____

Requested 1/2 day Site: _____ AM/PM (please circle one) Requests for specific teachers will not be considered

Requested FULL-Day Location (please choose from the following full-day sites):

- Beattie**
- Harris**
- Irish**
- Johnson**
- Linton**
- Lopez**
- Putnam**
- Rice**
- Community Sites: CSU (4 yrs. only)**
- Teaching Tree**
- Bright Horizons West**
- The Family Center/La Familia**

There may not currently be an opening where you have requested to change to; are you willing to keep your child at the current location/teacher until an opening is available?

___ YES

___ NO Why? _____

By marking no, you acknowledge understanding that your child will no longer attend preschool in their current classroom and will be placed back on a waitlist for the requested classroom until a slot is available.

Reason for the request to move my child:

All requests will be recorded in the student's record and kept on file. If the change can be made immediately you will be notified by the ERSEA Department. If the change is not possible, the request will be kept on file and if an opening occurs in the future you will be notified by the ERSEA Department.

I understand and agree to the previous statement regarding timeline, notification and understand that a request does not guarantee a change of placement or location for my child.

Signature: _____ Date: _____

Please return this form to:

Fullana Learning Center
220 N. Grant Ave.
Fort Collins, CO 80521

Main office: (970) 490-3204
FAX: (970) 490-3134