

Request to Change Class Form

Please fill in the form completely and submit it to the on-duty board members at Front Desk. The request will be processed and submitted to the CCA (Charlotte Chinese Academy) board for review and the school principal for approval. Please refer to < Request to Change Class Form Review and Decision Procedure> for details. You will be contacted if any further information is needed, and notified of the decision via email in 2 weeks. However, before the decision is made, your child must remain in the current assigned class.

Today's Date: _____

Student Name: _____

CCA ID: _____

Parent/Guardian Name: _____

Phone: _____

Email: _____

Current Class: _____

Teacher Name: _____

Requested Class: _____

Reasons to Request Class Changes:

=====OFFICIAL USE ONLY=====

CCA Board Decision

Approved: _____ Denied: _____ Denial Reason: _____

Principal Signature: _____

Date: _____