



# Calendar Change Request Form

Important: All requests for calendar changes should be recorded using this form and submitted per the following instructions. To help expedite your request, please take a moment to review these helpful guidelines:

- Each request form submitted must include all requested information to be processed.
  - If any information is incomplete or in error the form will be returned.
- Clearly state your request(s) in the text box, being as specific as possible.
  - Use one (1) change form per each CTDS number and calendar track.

**Instructions:**

1. Enter the requested information in every field.
2. Submit document by clicking on the "E-MAIL FORM" button at the bottom left corner.
3. Save a copy for your records and/or print the form using the button at the bottom right corner.

Activating A New Calendar/Track  
 Changing An Existing Calendar/Track

Entity Name:

CTDS:  Fiscal Year:  Track Number:

Select your LEA Account Manager:

**Date(s) and Reason(s) for Change:**

**\*\*Please list the date and reason for each day affected by the change. For example: 5/25/04 – School Not in Session\*\***

By checking this box, we verify that this calendar meets the minimum instructional time requirements as defined in A.R.S. 15-901.

Authorizing Person:  Date:

Title:  Phone: