Adult Education Services

Program Schedule Change Request Form

Schedule Change Process

Please direct all completed change request forms to your Program Liaison for initial review. Program Operations & Compliance (POC) will review all schedule change requests and either (a) Approve the request(s) and notify the Program directly, or (b) Escalate the change request to Fiscal Services (FS) for review. Retain a copy of the completed and approved form for your records.

Please Note: Major changes or changes that have a direct bearing on your use of state or federal funds will be referred to Fiscal Services for grant tracking purposes. Programs will receive notice of any changes referred to FS, after which both POC and the Program will receive notification of the decision made by Fiscal Services.

Form Instructions

1. Select Program Name
2. Select Type of Change
3. Enter CURRENT information
4. Enter PROPROSED information
5. Provide Reason for Change
6. Indicate Proposed Change Implementation Date

Date of Request _____ **Requested By:**

Program Name

Type of Change

Select Change Type

Current Information to be Changed

Proposed Change

Reason for Change

Proposed Change Implementation Date _____

ADE/AES USE ONLY

Reviewed by: _____ Date ____/____/_____
(initials)

Reviewed in FS by: _____ Date ____/____/_____
(initials)

Approved by: _____ Date ____/____/_____
(initials)

Approved Denied

Referred to Fiscal Services

Program Notified of Approval by: _____ **Date** ____/____/_____
(initials)

Program Notified of Denial by: _____ **Date** ____/____/_____
(initials)