



2022-2023学年 底特律中文学校换班申请表

2022-2023 ACSGD Class Change Request Form

Student Chinese Name: _____ 王小二 _____ Student English Name: _____ Jason Wang _____

Parent's Phone Number: _____ 248-526-5896 _____ Parent's Email: _____ samplewang@gmail.com _____

Current Class: _____ 22-23-Z-01b _____ Current Class Teacher: _____ 陈燕 _____

Go-To Class : _____ 22-23-Z-03c _____ Go-To Class Teacher: _____ 张含山 _____

Reason for switching class:

☒ Schedule conflict

☐ Not the right level class

☐ Others _____

Requester Signature _____ *Mem Wang* _____ Date _____ 10/15/2022 _____

Current Class Teach Signature _____ Yan Chen _____ Date _____ 10/15/2022 _____

ACSGD Curriculum Principal Signature _____ Principal Song _____ Date _____ 10/16/2022 _____

☒ \$10 Process Fee payable to **ACSGD** or QuickPay/Zeller to finance.cashier@acsgd.org

All signatures and dates must be handwriting.

Class Change Policy:

- An application form for class change must be submitted and approved by Chinese language program vice principal.

1. Requester: Talk to teacher or VP of Chinese Education to get permission.

2. Requester: Fill in the Class Change Request Form and email it to the current class teacher. Pay processing fee if applicable.

3. Teacher: Sign Class Change Request Form and email it to the VP of Chinese Education.

4. VP of Chinese Education: Sign Class Change Request form and email to VP of Registration.

5. VP of Registration: Update the record in school system.

- After the second class, if change class is needed due to personal reason, a change class processing fee \$10 (each class and time) will be applied.

- If change class is made by school, no processing fee will be applied.

- No processing fee will be applied if the class change happens within the same-grade, but different classed taught by the same teach.