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Bell Time Change Request Form

School Name _____ Grade Levels _____

1st Choice - Day Schedule	
Morning	
Instructional Day Starts at: _____	Earliest Arrival of Buses: _____ Latest Arrival of Buses: _____
* Please note that the bell time window is 15 minutes from the earliest arrival to the latest arrival.	
Afternoon	
Instructional Day Ends at: _____	Earliest Arrival of Buses: _____ Latest Arrival of Buses: _____
* Please note that the bell time window is 15 minutes from the earliest arrival to the latest arrival.	
2nd Choice - Day Schedule	
Morning	
Instructional Day Starts at: _____	Earliest Arrival of Buses: _____ Latest Arrival of Buses: _____
* Please note that the bell time window is 15 minutes from the earliest arrival to the latest arrival.	
Afternoon	
Instructional Day Ends at: _____	Earliest Arrival of Buses: _____ Latest Arrival of Buses: _____
* Please note that the bell time window is 15 minutes from the earliest arrival to the latest arrival.	

_____ **Date**

_____ **Submitted by**

_____ **Academic Superintendent Approval**

_____ **Superintendent of Business and Finance Approval**

*****Please submit to your Superintendent of Business and Finance before January 15th, 2016.*****