



**ACK SHANDON HOUSE  
APPLICATION TO CHANGE BOARDING  
ROUTINE**

- Should you wish to apply for a change to the boarding routine, this form needs to be completed and returned to your boarding supervisor no less than 48 hours prior to the proposed change.
- Correspondence (letter/fax/phone call) from your parents indicating that they are aware of your intended movements must be attached.
- You should be reminded that this is a **request** only. At times it may be necessary for permission to be denied.

<b>Student's Name</b>	
<b>Proposed Change to Boarding Program</b>	I will be leaving on _____ the ___ / ___ / 10 at _____ <i>day date time</i> I will be returning on _____ the ___ / ___ / 10 at _____ <i>day date time</i>
<b>Reason for Change</b> Parental Permission (Attach Documentation)	
<b>Transport</b> Who and How	

**AFTER** you have completed the above information **YOU** must obtain the following signatures

<b>Boarding Considerations</b>	<b>Name, Signature and Date or N/A</b>
Initial permission <b>Dorm Supervisor</b>	
Will you be missing Saturday Sport? <b>Saturday Sport's Coach</b>	
<b>School Considerations</b>	
(if missing a school day or part day) <b>Deputy Principal</b>	
(if missing a school day or part day) <b>Your House Co-ordinator</b>	
(if missing a school day or part day) <b>Relevant Subject Co-ordinator</b>	
<b>Final Approval</b> <b>Director of Boarding</b>	

**YOU must now return this form to your dorm supervisor.**