



PROBLEM NOTIFICATION FORM FOR STUDENT SCHEDULES

Email to: lclement@er9.org
or fax to Lori Clement at 203-938-8667
(no changes will be made unless change requests are in writing)

Student Name: Grade: _____ Telephone Number: Date:

COMPUTER PRINTOUT PROBLEM:

If there is a problem with any of the following four key identification items, please write in the correct information on the lines provided.

LAST NAME

FIRST NAME

GENDER

GRADE

If there is an error on your schedule of classes, please describe it in detail. We will mail you a new schedule if time permits or you will receive a corrected schedule on the first day of school.
