



VPK Enrollment Termination and/or Class Transfer

1. Facility Name:		2. Date:	
3. Address:	4. Telephone Number:		5. Contact Email Address:
	6. Contact Name:		

7. VPK SESSION: School Year 2016-2017 Summer 2017 School Year 2017-2018

8. TERMINATION REQUEST:

9. CHILD'S FULL NAME		10. CERTIFICATE NUMBER	11. CLASS ID	12. LAST DAY OF ATTENDANCE	13. REASON FOR TERMINATION
FIRST	LAST				

14. CLASS TRANSFER REQUEST:

15. CHILD'S FULL NAME		16. CERTIFICATE NUMBER	17. OLD CLASS ID	18. NEW CLASS ID	19. DATE OF TRANSFER
FIRST	LAST				

SUBMIT: Upload completed form to <http://rcs.elcpalmbeach.org>

** For audit purposes, a completed signed Certificate of Enrollment (COE) must be maintained by the provider for each child.