



CO-OP ADD | DROP FORM

PLEASE CHECK WHICH APPLIES: ADD | DROP

Please complete this form if you wish to add or drop your classroom participation. **Check in at the admin office regarding available classroom co-op slots.** Please submit this form to the admin office or email to coop@ccscparentcoop.org.

- Participation can be dropped or added on either the 1st or 16th of each month.
- You must provide the admin office with at least 2-week notice if you wish to drop your classroom participation.

Child's Name		Classroom	
Parent's Name		Today's Date	
Contact Info (Please provide phone or email)			

PLEASE CHECK AND FILL-IN WHAT APPLIES FROM THE OPTIONS BELOW:

I would like to **drop** my classroom co-op/participation hours

Current Co-op Schedule (Day & Time)	
Date of Last Co-op	

I would like to **begin** my classroom co-op/participation hours

Date of Co-op Start	
Co-op Schedule (Day & Time)	
Classroom you will be co-oping in	

PLEASE DO NOT WRITE BELOW THIS LINE. FOR CCSC ADMINISTRATOR USE ONLY.

Notice Received By		Date	
Submitted to Business Manager By		Updated Co-op Binder	<input type="checkbox"/> Yes <input type="checkbox"/> No