

FIRST CIRCLE LEARNING CENTERS  
**DEPARTURE NOTIFICATION FORM**



THIS FORM IS PRINT-ONLY. THE COMPLETED FORM CAN BE DELIVERED BY HAND OR SCANNED AND EMAILED DIRECTLY TO YOUR FIRST CIRCLE LOCATION.  
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I wish to withdraw the following child(ren) from First Circle Learning Center.

PARENT'S NAME		LAST DAY OF ATTENDANCE
NAME OF CHILD(REN)	REASON FOR DEPARTURE	<input type="checkbox"/> I understand I will forfeit my security deposit if I provide less than a 60-day written notice of departure.
PARENT'S SIGNATURE		DATE

TO BE COMPLETED BY OFFICE	<input type="checkbox"/> reflected on schedules		
	<input type="checkbox"/> noted on log		
	<input type="checkbox"/> Entered into enrollment tracker		
	<input type="checkbox"/> withdrawal date in ProCare		
	<input type="checkbox"/> classroom notified	DATE	
	<input type="checkbox"/> deposit refund	DATE	

