***Economic Security Administration/Child Care Services Division***

***Request for Child Care Placement Change***

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| Date:  |
| Staff requesting day care placement change: | Title:  |
| Name of Child(ren) in need of day care placement change: ♦♦♦ |
| Name and Address of Current Day Care Placement: |
| Center Name:Address:Telephone: |
| **\*Last day at current day care placement:**  |
| Name and Address of New Day Care Placement:  |
| Center Name:Address:Telephone: |
| **\*First Day at new day care placement:** |
| The request is being made for the following reason(s):⭘Resource Parent/Parent requesting day care placement change⭘ Location⭘Child going to public school⭘Child is going to public school/need before and after care⭘Child care provider concerns⭘Placement of all children at one site ⭘Summer Camp⭘Facility Closing⭘Other: |
| **Phone No:**  | **Cell No:**  | **Date:** |
| **Name of Guardian/Resource Parent:** | **SSN:** |
| **Signature of person completing the form:** |

**(Rev. 2/16)**