



City of Tustin
Department of Parks and Recreation

Instructor Cancellation Form

This form must be filled out and returned to the Parks and Recreation Department to cancel or change any classes. You can fax the form to (714) 838-4779 and we will contact you to let you know that your cancellations /changes have been made. For questions, please contact the office at (714) 573-3326. ****Reminder- Instructors must notify all students of the cancellation or changes****

Instructor Information

Name:	
Address:	
Best Contact Number:	Email Address:

Class Information

Name of Class:		Barcode:	
Number of Classes:	Time of class:	Start Date:	End Date:
Min. # of Students:		Current # of Students:	
Changes to be made:		Cancel Course:	
Reasons:			

Name of Class:		Barcode:	
Number of Classes:	Time of class:	Start Date:	End Date:
Min. # of Students:		Current # of Students:	
Changes to be made:		Cancel Course:	
Reasons:			

Name of Class: _____ Barcode: _____

Number of Classes: _____ Time of class: _____ Start Date: _____ End Date: _____

Min. # of Students: _____ Current # of Students: _____

Changes to be made: _____ Cancel Course: _____

Reasons: _____

Name of Class: _____ Barcode: _____

Number of Classes: _____ Time of class: _____ Start Date: _____ End Date: _____

Min. # of Students: _____ Current # of Students: _____

Changes to be made: _____ Cancel Course: _____

Reasons: _____

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Changes to be made: _____ Cancel Course: _____

Reasons: _____