



City of Tustin
Parks and Recreation Department

Instructor Changes/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 any cancellations and/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: _____

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