



# Request Form for SEMI-PRIVATE SWIM LESSONS

(See reverse side for more information)

**Ten 30-Minute Lessons  
(2-3 Students to 1 Instructor)**

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(1) Student Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

(2) Student Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

(3) Student Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### REQUESTED DAYS *(May check more than one)*

Fall/Winter/Spring:  Mon  Tue  Wed  Thur  Sat  Sun  Any  
 Summer:  M-F

### PREFERRED TIME *(May check more than one)* Morning Afternoon Evening Any

Session Dates: \_\_\_\_\_

Pool Requested: \_\_\_\_\_  
 Instructor Requested: \_\_\_\_\_

Objective or Desired Skill to be worked on: \_\_\_\_\_  
 \_\_\_\_\_  
 Last Level Completed: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Submitted: \_\_\_\_\_ Received By: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Barcode: \_\_\_\_\_ Instructor Assigned: \_\_\_\_\_

Dates : \_\_\_\_\_ Days of Week: \_\_\_\_\_

Callback/Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## PRIVATE & SEMI PRIVATE LESSON REQUEST POLICY

**Semi Private and Private Lesson forms are a Request only.**

By turning in this **Request** you are **not** guaranteed a Semi Private or Private lesson. **Requests** will be filled in the order received and only when all group program participants have been accommodated and program space is available.

**Current enrollment in Private or Semi Private Lessons does not guarantee you a lesson in the next session.** Portland Parks & Recreation's Aquatic department highly recommends that you enroll in group lessons as well as filling out a **Request** form to ensure that you will receive some form of instruction.

**You must complete a Request Form for each session.**

Lead Instructors will begin setting up Semi Private and Private Lessons as soon as group program participants have been accommodated. Lead Instructors will make their best effort to contact you during the week prior to the beginning of the session. During the Summer season you could receive a call one to two days prior to the beginning of the session.

It is important that the information you give us on the reverse side of this form is accurate. The more information you give us the better we can make accommodate your **request**.

Remember that we do the best we can to fulfill your **request** but we can **not** guarantee teachers and time slots. The more open and available you are the easier it is to find a time that will work.

*Due to time constraints of our program we are unable to provide any "make-up" classes for any classes that are not attended.*

Private and Semi Private Lessons follow the Portland Parks & Recreation Refund Policy.