

City of Kuopio

Growth and Learning

Basic education support services /
afternoon activities

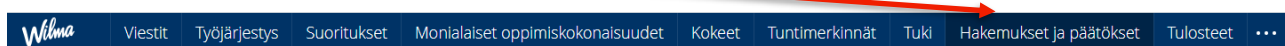
Instructions for filling in a change notification form in Wilma

Submit a change notification if:

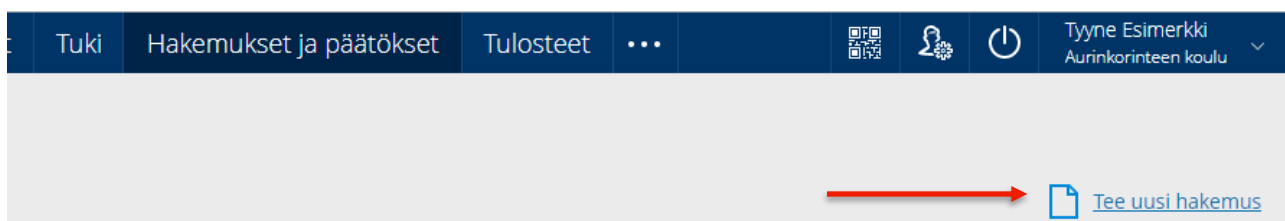
- you do not accept a position in afternoon activities granted to your child
- the starting date of afternoon activities changes
- the need for hours of activities changes (the fee changes)
- the information on the recipient of the bill changes
- you terminate the afternoon activities. The period of notice is one calendar month. It is the most economical option to terminate the afternoon activities at the turn of the month.

1. Log in to Wilma with the child's username.

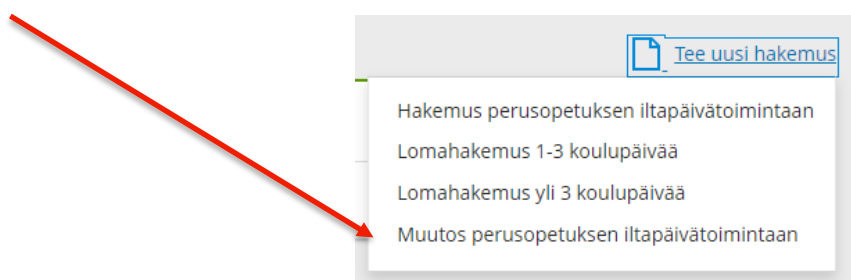
2. Go to item "Applications and decisions"



3. Choose "New application".



4. Choose "Muutos perusopetuksen iltapäivätoimintaan" (Change to afternoon activities in basic education).



The changes notified using this form are monitored regularly.

5. Type the name of the school in which the child participates in afternoon activities.

Oppilaan tiedot

Nimi

Esimerkki Tyne Tyllerö

01.01.2005

Koulu, jonka iltapäivätoimintaan lapsi osallistuu

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6. **Only** fill in that information which has changed.

If you do not accept a position in afternoon activities granted to your child, tick this box.

Lomakkeen nimi

Muutosilmoitus iltapäivätoimintaan

En ota vastaan myönnettyä paikkaa

If you terminate your child's afternoon activities, choose the date from which the child will no longer participate in afternoon activities. Also report the ending date to the afternoon activity group.

Irtisanon iltapäivätoimintapaikan alkaen



If the fee (need for hours of activity) changes, enter a new fee and the date when the change takes effect.

Toimintamaksut ovat:

- 160 (--> 4h/päivä tai yli 15h/viikko, 160 €/kk)

- 120 (--> 3h/päivä tai 1-15h viikko, 120 €/kk)

Iltapäivätoiminnan hinta (merkitse numeroin)



Uuden toimintamaksun alkamispäivämäärä



Enter the date when the change in the fee takes effect (the need for hours of activity changes). Also report the change in the fee (change in the need for hours of activity) to the afternoon activity group.

7. If the details of the recipient of the bill change, please provide them here.

Muutos laskun saajan yhteystietoihin

Maksajan sukunimi

Maksajan etunimet

Maksajan henkilötunnus

Maksajan lähiosoite

Maksajan postiosoite



8. Make sure to save the information. Saving will pass the information on to the persons processing the form.