Klarstig

Adult Learning Centre - Exceptional Opening Hours

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Record a proposed one-off hours change and its impact on scheduled work. Setting: Adult Learning Centre.

Contact and reference

Name or team reference *

Alex Rivera

Reply email, if needed

alex.rivera@example.com

Date of record *

November 14, 2026

Exceptional Opening Hours

Date or session with exceptional hours *

November 14, 2026

Usual hours and proposed opening or closing times *

The Saturday session started 20 minutes late because the room was double-booked; no other exceptions.

Bookings, deliveries or staffing affected *

The Saturday session started 20 minutes late because the room was double-booked; no other exceptions.

Notices and schedule updates required

The Saturday session started 20 minutes late because the room was double-booked; no other exceptions.

Adult Learning Centre

Learning session and classroom reference *

REF-2026-0147

Teaching pack, exercise set or shared device involved *

(Short answer - not filled in for this example)

Reading format, room setup or facilitator coordination needs

(Free-text answer - not filled in for this example)

Ownership and follow-up

Team or role responsible for the next action

Program coordinator

Target follow-up date

November 14, 2026

Current state of this record *

Open for review

Next action and completion evidence

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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