

Drop/Add Request Form **for any Course Dropped After Labor Day**

Deadlines to drop or add courses are within 15 school days of the start of the course.

Name _____ Grade _____ Homeroom _____ Date _____

Why do you want to make this change? _____

I APPROVE THE CHANGE. _____ Date ____/____/____

Parent Signature

Drop

	Course	Room	Teacher's Initials
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

Add

	Course	Room	Teacher's Initials
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

Procedure for student:

1. Complete the top of form.
Obtain parent signature.
2. Return form to counselor for schedule change.
3. Return books and materials. Have teacher
initial beside class you are dropping
4. Have teacher place initials beside class
you are adding.
5. Return signed form to counselor.

Schedule Changed:

Principal _____
Guidance _____

Upon guidance from the principal
teacher of dropped course(s) is
responsible for entering class
withdrawal "W" or "F".
Counselor is responsible for
entering new course(s) into
electronic student information
system. (Policy IIE).