



Class Drop/Add Form

Date of Request: _____

Name: _____ Grade: _____

Policy regarding schedule changes and dropping classes:

1. Schedule changes will be permitted after a semester begins only in cases of conflicting courses, failures, or some other unique reason. Courses may not be added after the first ten school days of the semester.
 2. Courses which are dropped more than ten school days after a semester begins are recorded as failures.
 3. Students are required to get the signature of the teacher of the course they would like to drop or add, as well as the signatures of the parent and member of the office staff.
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I request to drop: _____

Reason for drop: _____

Teacher Signature: _____ Date: _____

I request to add: _____

Reason for add: _____

Teacher Signature: _____ Date: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Office Signature: _____ Date: _____