

FULL YEAR COURSE DROP/ADD FORM

Name _____ Grade _____

Email _____ Date _____

Complete the following and return to the Counseling Office

SCHEDULE CHANGES WILL NOT BE MADE TO ACCOMODATE FRIEND, LUNCH, OR TEACHER REQUESTS.

1. If this request is for a full-year course, complete the following. Please be aware that in addition to a parent signature, a teacher signature is also required for drop requests of year-long courses. Please note that signatures, although required, do not override schedule criteria changes.

DROP

COURSE: _____

ADD

COURSE: _____

Parent

signature: _____

Teacher signature (of course being

dropped): _____

Course request changes will be made for the following reasons. Circle the reason that applies:

- Already had the class
- Did not take or did not pass the prerequisite
- Inappropriate academic level (i.e. you are enrolled in Spanish 3 and have not taken Spanish 2).

Please explain:

Change made _____ Request denied _____