



## Course Drop/Add Form

This form must be submitted no later than Friday, October 13<sup>th</sup>, 2021 to drop a first semester course. For a second semester course, this form must be submitted no later than Tuesday, March 11<sup>th</sup>, 2022.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Class to Drop

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Class to Add

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for the request (required):

\_\_\_\_\_  
\_\_\_\_\_

Teacher Signature: \_\_\_\_\_  
(of class student is dropping)

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Student and Parent signatures are required.

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*(Office use only)*

Recommend schedule change: Yes    No  
Reason if No: \_\_\_\_\_

Guidance initials \_\_\_\_\_

Recommend schedule change: Yes    No  
Reason if No: \_\_\_\_\_

Administration initials \_\_\_\_\_

Request Approved \_\_\_\_\_  
\_\_\_ Schedule updated  
\_\_\_ Teacher(s) notified

Request Denied \_\_\_\_\_  
\_\_\_ Student/Parent notified

Reason: \_\_\_\_\_