

ADLAI E. STEVENSON HIGH SCHOOL

COURSE DROP REQUEST

NAME _____ ID NUMBER _____ GRADE _____

COURSE NAME _____

REASON FOR REQUEST

PRESENT ACADEMIC GRADE _____

- Students may withdraw from a course until eight days after the end of the first six-week grading period each semester.
- Students who drop a class after this time period will receive a grade of WF (withdraw with a failing grade) and will have the failing grade calculated into their grade point average.
- Please note that in a full-year course students have only the first five days of the second semester to drop.
- Please note that if students drop below five classes in a semester, they will be ineligible to participate in competitive co-curricular activities.
- Students must maintain their current schedule until meeting with their counselor to process this change.
- Return this form to your counselor when it is complete.

Please obtain signatures in the following order:

1. STUDENT SIGNATURE _____ DATE _____

2. PARENT SIGNATURE _____ DATE _____

3. COUNSELOR SIGNATURE _____ DATE _____

COUNSELOR COMMENT _____

Counselor signature indicates verification of credit checks, graduation requirements, and minimum course load requirements.

4. TEACHER SIGNATURE _____ DATE _____

TEACHER COMMENT _____

- Teacher has collected textbook
- Student needs to return textbook to Division office
- There is no textbook to be returned

5. DIRECTOR SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY: Processed on _____ Initials _____