

Appendix I - Semester 2, 2019-20
Request to Withdraw from a Course due to School Closure

To slow the spread of the novel coronavirus (COVID-19) in Washington, all public and private K–12 school facilities in the state were closed on March 13 and prohibited from providing traditional in-person instructional activities through the remainder of the school year.

Washington’s high school diploma is based, in part, on completing a set number of high school credits. The option to withdraw from non-required courses is being offered to allow students the ability to focus on the classes and credits that are needed for graduation.

This form should be used for students that want to withdraw from a course that is not required for graduation.

A separate form is required for each course.

It is important to remember that some courses may not be needed for graduation; however, it may be needed for some colleges, universities or other programs. Before submitting this form, please ensure the course is not needed for post-secondary plans. In addition, students should be aware that 24 credits are required for graduation.

Name of Course: _____

Choose one of the following options (this is how the withdrawn course it will appear on the transcript):

- Withdraw course with 0.25 credits with a “P” on the transcript. Applicable if student was passing at the time of closure. P = pass
- Drop course with a “W” on the transcript and no credit. Applicable if student was not passing at the time of closure. W = withdraw

Student Name (please print)

Student’s Graduation Year

Student Signature

Date

Parent/Guardian Signature

Date

Office Use Only:

- Course is not required to graduate.
- Confirmation with family

Approved:

Principal or Designee Signature

Date