

**Request to Drop a Course Form**

STUDENT: \_\_\_\_\_  
DATE: \_\_\_\_\_ COUNSELOR: \_\_\_\_\_ CURRENT CREDITS \_\_\_\_\_  
CREDITS AFTER DROP \_\_\_\_\_

COURSE TO BE DROPPED: \_\_\_\_\_ TEACHER: \_\_\_\_\_

STUDENT'S REASON FOR REQUEST: \_\_\_\_\_  
\_\_\_\_\_

Does this change affect your NCAA eligibility? Yes\_\_\_ No\_\_\_ N/A\_\_\_  
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PARENT SECTION: It is strongly recommended that parents contact teachers. Summary of parent contact with teacher:  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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TEACHER SECTION: Students may drop a full year course, change levels, or drop a first semester course up to **October 7nd**. Students may drop a second semester course by **March 3**. No permanent record of the dropped course will be kept on the final report card or transcript.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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STUDENT SECTION:  
Once approval to drop is granted, textbooks and materials must be returned to teacher by the student. These materials may not be left in teacher's mailbox, put on desks, or given to another student to return to teacher or to use as a second book.  
I understand that I must remain in class until OFFICIALLY withdrawn by my counselor and have returned all books/materials.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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Books and materials returned to teacher on \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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Change processed on \_\_\_\_\_ Counselor Signature \_\_\_\_\_