

**ADLAI E. STEVENSON HIGH SCHOOL**  
**COURSE DROP REQUEST**

NAME \_\_\_\_\_ ID NUMBER \_\_\_\_\_ GRADE \_\_\_\_\_

COURSE NAME \_\_\_\_\_

TEACHER \_\_\_\_\_

REASON FOR REQUEST

Current Projected Grade \_\_\_\_\_

- Students may withdraw from a course until October 8, 2020 during first semester 2020 remote learning.
- 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 if students drop below five classes in a semester, they may not be eligible to participate in athletics.
- Please note that dropping a course may impact a student's eligibility for a PE waiver.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Email this form to your counselor when it is complete.**

**Steps:**

- 1. Student sends drop form to counselor w/ student & parent signature.**
- 2. Counselor connects w/ student to discuss implications for graduation requirements & post-secondary plans.**
- 3. Counselor forwards form to teacher and copies the student.**
- 4. Student and teacher connect about the drop.**
- 5. Teacher forwards the form to their director and copies the counselor.**
- 6. Director reviews form, connects w/ others if needed, and reaches out to counselor.**
- 7. Students must maintain their current schedule until communicating with their counselor to process this change.**