



REQUEST TO DROP AN ADVANCED PLACEMENT (AP) OR HONORS COURSE

Step 1: Student

Name: _____ ID# _____ Grade _____

Course requesting to drop: _____

Did you sign up for this course? If yes – explain the reason to drop below. If no, see counselor to verify. _____

Students must attempt support at least five times (ex. Lunch time, Before/after school, Academic Support, Activity Period, etc.) List the dates below.

Support or Tutoring Date	Topic, Assignment, or Activity	Teacher Signature
#1 -		
#2 -		
#3 -		
#4 -		
#5 -		

Step 2: Parent/Guardian

Please attach a letter to this form indicating why it is in the student's best interest to drop the advanced course.

Parent/Guardian Name: _____ Date: _____

Signature: _____ Email: _____

Step 3: Teacher

Current student % grade: _____

Has the student completed all assignments so far in the course? _____ If no, how many are missing? _____

Please check one:

I agree that this course placement should be reviewed.

I believe that this student is correctly placed, and can be successful with extra effort.

Other: _____

Step 4: Counselor

If the above conditions warrant consideration for a schedule change, a conference must occur between the student, counselor, teacher, and parent.

Date of conference: _____ Signature: _____

Outcome of conference: _____

Step 5: Administration

Decision: _____

Rationale: _____

Administrator Signature: _____

Date: _____