



REQUEST FOR COURSE CHANGE

Name: _____ Grade: _____ Date: _____

To request a change in your schedule you must:

1. Fill out the specific request and return to the Student Services to see if the change is possible.
2. Obtain signatures from the teacher and your counselor.
3. Obtain your parent/s or guardian/s signature.
4. Return to the Student Services Office with \$25.00 drop fee to obtain a new schedule.

Reason for the request: _____

Signature of Assistant Principal or Registrar: _____ Date: _____

Drop:	Period:	Add:	Period:
Drop:	Period:	Add:	Period:
Drop:	Period:	Add:	Period:

Teacher Comments/Signature: _____
_____. Please indicate at the time of withdrawal: Pass or Fail

Counselor Comments/Signature: _____

Parent/Guardian Comments/Signature: _____

The student must obtain a new schedule before attending the added class and is responsible for returning all books and materials to the instructor of the dropped course.

Courses dropped during the first two weeks of a semester will not appear on a student's transcript. Any course dropped from 3 – 6 weeks will appear as a W (withdrawn) on the transcript. After the 6th week period the class will appear as a WF (withdrawn failing) or WP (withdrawn passing) on the transcript. The W, WF and WP are not counted in the student's GPA.