**New Vista High School Class Drop Form**

**Class Drop Policy**
A student may drop a class through the 7th day of classes of each quarter with no record on the transcript. A course dropped between the 8th and 15th day will receive either a **WF** (Withdraw Fail) or a **WP** (Withdraw Pass) on the transcript, which does not impact the GPA. A course dropped after 15th day will receive an **IP** on the transcript and will impact GPA.

**WP/WF window for quarter classes:**
- **Quarter 1:** Aug. 29 – Sept. 8
- **Quarter 2:** Nov. 2 – Nov. 14
- **Quarter 3:** Jan. 13 – Jan. 25
- **Quarter 4:** April 5 – Apr. 14

**Student’s Name:** ______________________________ **Date of Drop:** ________________

**Name of Course:** ____________________________________________________________

**Course Code and Term:** ______________________________________________________

**Teacher:** ________________________________ **Advisor:** __________________________

**Reason for dropping:** ________________________________________________________

____________________________________________________________________________

**Student Signature:** ___________________________________________________________

**Teacher Signature:** ________________________________ **Grade Recorded:** _________

**Advisor Signature:** __________________________________________________________

**Counselor Signature:** _________________________________________________________

**Principal Signature:** _________________________________________________________

**Parent Signature:** ___________________________________________________________

** only needed if dropping after the 15th day

08/27/2018