Mid-Semester / Mid- Year Drop Procedure

Student Name	Student ID #	Grade

Course Description	Course Code	Teacher

Once a student is registered for courses, there is a 10-day window from the beginning of each semester where schedule corrections can be made without impacts to the transcript.

Week 1	Schedule correction window
Week 2	Teacher initiated schedule correction

Beyond the 10 days, when a student and their family pursues dropping a course, that conversations needs to be directed to the counselor. In collaboration with the student/family and the counselor, use the matrix below to identify next steps and circle the appropriate box.

	Dropping a course with a "W" or Grade in Skyward at Quarter	Dropping a course with a "F"
Week 3 – 9	• Academic plan MUST be developed for the remainder of the quarter • At quarter, if the plan was followed, with teacher confirmation, student may opt to drop with a "W" or the grade & .25 credit in Skyward (Why might a student drop w/ the grade in Skyward? A student may need to accumulate credit towards graduation.) • Student may have the option to try another course (with seats available) for partial credit w/ teacher meeting	• Academic plan was not developed / not followed • "F" grade will be posted for .25 credit • A student may have the option to try another course (with seats available) for partial credit w/ teacher meeting

	Dropping the course with a "W"	Dropping a course with a "F"
Week 10 – 15	• Academic plan MUST be developed and followed for a minimum of 3 weeks. • if the plan was followed, with teacher confirmation, student may opt to drop with a "W" for .5 credit • Student will ikely be placed into an Independent Study to fill their schedule	• Academic plan was not developed / not followed • "F" grade will be posted for .5 credit • Student will likely be placed into an Independent Study to fill their schedule (continue to Step 4)

Week 16-17	Students will need to finish out the semester or drop the course with a "F"

Step 1: Counselor will schedule a meeting with the student/family and staff member. **Meeting Date:** _____

Step 2: Identify the concern / reason for requesting to drop the course.

- ☐ **Health Concern:** _____

☐ Academic Concern: _____

_____

_____

_____

Step 3: Develop an academic support plan for a specific amount of time.

Student Actions	Teacher Actions

_____ _____

Student Signature Parent Signature

_____ _____

Teacher Signature Counselor Signature

After step 3, counselor will hold onto this form until the action plan is completed. Once the action plan is completed, move onto step 4.

Step 4:

_____

NEW Course Description Course Code Teacher

NEW Course Expectations: _____

_____

_____

_____

_____ _____

Student Signature Parent Signature

_____ _____

Teacher Signature Counselor Signature