Los Altos High Guidance Department
Drop/Add Course Request Form

Please have this form completely filled out with all parties required input and signatures. Student, please follow the following procedure: 1) fill out your request 2) send to your teacher for input and signature 3) get approval from your parent and his/her signature 4) send it to your counselor 5) your counselor will get back to you on a decision.

Important: Dropping this class after the third week will result in a "WP" or "WF" on the student's transcript. This may affect the student's GPA as well his/her eligibility for admission to the universities and/or eligibility to participate in a sport(s).

Student: _____ Grade: _____ Date: _____
Last Name First Name

I am requesting to: (Check one box only)

☐ Drop _____ and add _____ in its place.
Course Title Course Title

☐ Add _____ and drop _____ in its place.
Course Title Course Title

Reason for request:

_____
_____
_____

Teacher Input and Signature Required Below: (Check all that apply)

Student's grade is due to:

- ☐ Poor Attendance
- ☐ Missing/Incomplete Work
- ☐ Low Score on Quizzes/Exams
- ☐ Distractions in Class
- ☐ Other _____

Intervention(s) Already in Place:

- ☐ ISI
- ☐ Parent Communication (date)_____
- ☐ Tutoring with Teacher
- ☐ Title 1 or CSF Tutor
- ☐ Other _____

Teacher Signature _____ Date: _____ Check one: ☐ Approved ☐ Denied

Teacher Comment

_____
_____
_____

Parent Signature _____ Date: _____Check one: ☐ Approved ☐ Denied

Parent Comment

_____
_____

Counselor Signature _____ Date: _____Check one: ☐ Approved ☐ Denied

Justification

_____
_____

Administration Signature _____ Date: _____Check one: ☐ Approved ☐ Denied