

New Vista High School Schedule Change Form

Schedule Change 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 depending on the student's current grade, which does not impact the GPA. Adding a class after the 7th day of class is not guaranteed, and is at the advisor and counselor discretion.
- **A course dropped after the 15th day will receive an IP on the transcript and will impact GPA.** No classes can be added after the 15th day of the class.

WP/WF window for quarter classes:

Quarter 1: Aug. 28 - Sept. 7

Quarter 2: Nov. 1 – Nov. 13

Quarter 3: Jan. 19 – Jan. 30

Quarter 4: March 20 – Apr. 5

Student Name: _____ Date of Drop: _____

Name of course you are dropping: _____

Course Code and Term: _____

Teacher: _____ Advisor: _____

Reason for course change. Please be detailed: _____

Name of course you requesting to add, if applicable: _____

Course Code and Term: _____

Student Signature: _____

turn over →

IF YOU ARE COMPLETING THIS FORM AFTER DAY 7 OF THE CLASS, COMPLETE THE FOLLOWING:

Teacher Signature: _____ Grade Recorded: _____

Advisor Signature: _____

Counselor Signature: _____

IF YOU ARE COMPLETING THIS FORM AFTER DAY 15 OF THE CLASS, YOU WILL NOT BE ALLOWED TO ADD A CLASS. PLEASE COMPLETE THE FOLLOWING AFTER DAY 15.

Principal Signature: _____

Parent Signature: _____