

GLENBROOK NORTH HIGH SCHOOL
STUDENT SERVICES DEPARTMENT

WITHDRAWAL FROM CLASS – REQUEST FORM: 2023-2024

A student may withdraw from a course without a penalty by submitting completed paperwork to their counselor. The student must continue attending said class until notified by the counselor of the new classroom assignment.

Student Name Date

I.D. Number Counselor Year in School

Course

Teacher Block

Reason for withdrawal:

Withdrawal from Class Guidelines:

1. If a student withdraws from a course during the first 2 weeks of the semester, the course will not appear on his/her transcript. **(Deadlines: 1st Sem-Thursday, September 14, 2023 & 2nd Sem-Monday, February 12, 2024)**
2. If a student withdraws from a course within the first nine weeks, but after the second week, the student will receive a “W” (withdrawal) grade for that course on his/her transcript. The “W” is not computed into the student’s GPA.
3. **(Dealines: 1st Sem-Thursday, November 2, 2023 & 2nd Sem-Monday, April 8, 2024)**
4. A student who withdraws from a course after November 2, 2023 will receive a “WF” (withdrawal failure) grade for that course. The “WF” will appear on the student’s permanent record and the “F” is computed in the GPA.
5. College-bound seniors must inform colleges/universities where they have applied for any class changes and ask before withdrawing from a class if the drop will affect acceptance.
6. Students must maintain enrollment in a minimum of six classes each semester.

SIGNATURES

Student (Request) Date Teacher (Awareness of request) Date

Parent (Permission) Date Instructional Supervisor (Awareness of request) Date

Counselor (Request processed) Date

FOR OFFICE USE

Add student to:

(course #/section)

(course title)