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. (Deadlines: 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)