

Dropping/Adding Courses

After the 10th day of the semester, students will not be allowed to drop a course or make changes in their schedule. If a student transfers/drops a class after the 10th day, a "WF" (withdrawn failing) will be posted on their transcript. Exceptions to this will be considered for extreme circumstances. Students enrolling in a class during the first 15 days will be required to make up all work missed. Students who enroll in a class from the 16th to the 30th day of the class (without transfer grades) may, at the teacher's discretion, earn credit in the class by making up the work. Students who enroll in a class after the 31st day will be auditing the class and not earn credit.

Parents/Guardians Notification: The school shall make a reasonable effort to promptly telephone and notify parents or guardians of an absent student within two hours after the start of school. In order to do this, it is IMPERATIVE that we have current contact information. Please inform the school office of any changes in phone numbers and/or contacts as soon as possible.

Withdrawal from School

The faculty and administration encourage all students to remain in school. Students who are having problems are advised to see their counselor, teacher or principal for guidance. If a student is withdrawing, the following steps must be taken:

- Contact the counselor
- Complete forms obtained from registrar's office
- Get withdrawal documentation signed by teachers, nurse, bookstore/librarian, counselor and parent/guardian.
- Return the form to the school registrar
- Withdrawals are not considered complete until all books are returned, outstanding debts are paid and the student ID is returned to the bookstore

Parent/Guardian Signature _____ *Date* _____

Student Signature _____ *Date* _____