



GRACE  
ACADEMY

Drop/Add Class Request Form

Please complete the information requested below and submit this form to the office in order to add a class during the first two weeks at the beginning of the year. All changes must have approval from the student's parent and from the Head of Upper School.

~~~~~

Name of Student \_\_\_\_\_

Current Grade Level \_\_\_\_\_

Class To Be Dropped

Name of Course \_\_\_\_\_

Teacher \_\_\_\_\_

Class To Be Added

Name of Course \_\_\_\_\_

Teacher \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

.....  
Head of Upper School

1. This change meets graduation requirements? \_\_\_\_\_

2. Circle one:           Approved   OR   Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
Registrar

1. Classes/Transcript updated in RenWeb           \_\_\_\_\_

2. Parent/students notified of start date in class   \_\_\_\_\_

3. Affected teachers notified?                       \_\_\_\_\_

4. College Advisor notified                           \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_