



GRACE
ACADEMY

Add/Drop Class Request Form

Please complete the information requested below and submit this form to the office in order to add/drop a class during the first two weeks of the semester. 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

- Meets graduation requirements
- Approved
- Denied
- Pending space in class

Signature _____ Date _____

Registrar

- Class updated in FACTS
- Parent/student notified
- Teachers/College Advisor notified

Signature _____ Date _____

Office Use Date: _____ Time: _____