

Date received: _____

APPLICATION TO DROP OR ADD A COURSE (2026-2027)

A request for a schedule change must:

- ✓ **Fulfill a demonstrated academic need**
- ✓ **Adhere to SHS Add/Drop deadlines**
- ✓ **Retain a full academic schedule**
- ✓ **Include all required signatures**

To the student: No schedule change will take effect until this completed form is returned to your counselor, and textbooks and other class materials are returned to your teacher. You are responsible for class attendance until notified that a schedule change has been made.

Student's Name: _____ Grade: _____ Counselor: _____

Drop: _____ Add: _____ Drop: _____ Add: _____

Reason for changing or dropping the course: _____

Student's signature: _____ Date: _____

SIGNATURES MUST BE COMPLETED IN THE ORDER IN WHICH THEY APPEAR BELOW. TEACHER SIGNATURES ARE REQUIRED AFTER THE START OF CLASSES. NOTE THAT ACKNOWLEDGEMENT ONLY COMMUNICATES RECOGNITION OF THE PROPOSED CHANGE.

1. **Teacher's signature of requested course to be dropped:** _____

This drop is: _____ Acknowledged _____ Not Recommended _____ Date: _____

Textbooks/materials returned? _____ Cumulative grade at time of drop: _____ (If dropped after the end of the first Q)

Notes (if necessary): _____

2. **Counselor's signature:** _____ Date: _____

The above change is: _____ Acknowledged _____ Not Recommended _____

Is the student carrying required minimum credits? Yes _____ No _____ If no, senior exemption? _____ Other: _____

Transcript notation required. (Check one): _____ No transcript notation _____ Transcript notation of (circle one) W or WF

Notes (if necessary): _____

3. **Parent's/Guardian's signature:** _____ Date: _____

Notes (if necessary): _____

FOR NON-CONFORMING SCHEDULE CHANGE REQUESTS, REVIEW IS REQUIRED BY WCST:

Date Reviewed: _____ Approved _____ Denied _____

'26-'27 DEADLINES: FALL & FULL YR ADD = **9/25**, FALL DROP and LEVEL CHANGE W/OUT GRADE TRANSFER = **10/9**,
FULL YR DROP W/OUT W/WF TRANSCRIPT NOTATION = **11/20**, SPRING ADD/FULL YR DROP = **2/12**, SPRING DROP = **3/5**