Course Add/ Drop Form

*Courses can only be added at the beginning of each school year during the designated add/drop time. At any point thereafter students can drop an academic course for a study hall, or an academic course by a teacher recommendation only. Withdrawal from a class after the end of the Add / Drop period will result in a grade of WP (Withdrawal Passing) or WF (Withdrawal Failing) on the student's transcript.

Student Name: _______________________________ Date: ________________

Course to be dropped: ___________________________

Course to be added: ___________________________

Student's reason for dropping course:

Guidance Input:

Teacher Input:

Teacher Signature: ____________________________

Parent/Guardian Signature: ____________________________

TA Signature: ____________________________

Student Signature: ____________________________

Request Granted? □ Yes □ No Date Processed (By Guidance Counselor): ____________