Drop/Add Request Form
for any Course Dropped After Labor Day

Deadlines to drop or add courses:
September 30 – full year classes
September 15 – 1st semester classes
February 15 – 2nd semester classes

Name ___________________________ Grade _______ Homeroom _______ Date ______

Why do you want to make this change? __________________________________________
___________________________________________________________________________
____________________________________
_______________________________________

I APPROVE THE CHANGE. _________________________________ Date _____/____/____
Parent Signature

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<th>Drop</th>
<th>Add</th>
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<td>Course</td>
<td>Room</td>
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Procedure for student:
1. Complete the top of form.
   Obtain parent signature.
2. Return form to counselor for schedule change.
3. Return books and materials. Have teacher initial beside class you are dropping
4. Have teacher place initials beside class you are adding.
5. Return signed form to counselor.

Schedule Changed:
Principal __________
Guidance __________

Upon guidance from the principal teacher of dropped course(s) is responsible for entering class withdrawal “W” or “F”.
Counselor is responsible for entering new course(s) into electronic student information system. (Policy JG/IE).