

# Add/Drop Request Form

CHS Add/Drop Policy is listed on the back of this form.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Request to Add:

Period	Course Title	Teacher Name	Teacher Signature

Request to Drop:

Period	Course Title	Teacher Name	Teacher Signature

Reason for Change: \_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Case Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Special Education Only)

School Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature (required for all AP courses): \_\_\_\_\_ Date: \_\_\_\_\_

Approved

Denied (comments): \_\_\_\_\_

If this change is occurring after the Add/Drop period please indicate the grade to be issued for the dropped course (circle one) **W** or **WF** Teacher Initial: \_\_\_\_\_

*\*Schedule changes will be listed on the teacher notifications screen in PowerSchool\**  
Students should attend the courses for which they are scheduled until the teacher's roster in PowerSchool reflects that a change has been made.

*\*This form will be returned to the student upon approval or denial of the request, and a copy of the new schedule will be attached.*

## **ADDING & DROPPING COURSES**

1. All course add/drops must occur during the first 10 school days of the course. The minimum credits must be carried.
2. Courses may be dropped for the following reasons:
  - a. Schedule conflict
  - b. Improper placement
  - c. Principal recommendation
  - d. Excessive course load
3. Courses dropped after first 10 school days of the course (and not for one of the above reasons) will be graded with a WF (Withdrawal Fail) or a W (Withdrawal Pass) for the present quarter, as well as for the final average of the course. If a student receives a WF, no credit will be awarded and this will be factored into a student's GPA as a 0. If the student is passing the course when it was dropped, a mark of "W" (Withdrawal) will be assigned and no credit will be awarded. The mark of "W" will not be factored into the student's GPA.
4. Semester and full year courses can be dropped after the initial 10 days of the course in accordance with the following procedure:
  - a. Teacher requests the change
  - b. School Counselor explores and assess situation with student and teacher
  - c. If no solution to the student's academic problem can be found, the student may drop the course with the approval of the Principal.
  - d. A parent/guardian's signature will be required to finalize the decision to drop the course.
5. Exceptions to this policy can be made in the context of a PPT (Planning and Placement Team) meeting and noted in the IEP (Individualized Education Plan).