



Drop/Add Request Form 2013-2014

Adjustments to a student's schedule may be made **during the first two weeks** of the school year. Friday, August 30, 2013 is the final day this year. Any student who drops/adds a course after this two-week period may receive a Withdrawn/Failing (W/F) or Withdrawn/Passing (W/P) mark on his/her transcript.

Upon completion, this form should be turned in to Mrs. Kong (Registrar).

Student Name: _____

Grade: _____

I am requesting that the following changes be made to my existing schedule:

Drop _____ (course/teacher/period)

Add _____ (course/teacher/period)

Reason for Drop/Add

Parent/Guardian _____ **Date** _____

Teacher (Drop) _____ **Date** _____

Teacher (Add) _____ **Date** _____

Director of College Counseling _____ **Date** _____

Dean of Students _____ **Date** _____

Mrs. Kong/Registrar _____ **Date** _____