



Drop/Add Request Form 2020-2021

Adjustments to a student's schedule may be made **during the first two weeks** of the school year. Friday, August 28, 2020 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 Any student who drops/adds a course after this two-week period may receive a Withdrawn/Failing (W/F) or Withdrawn/Passing (W/P) mark on his/her transcript.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 _____

Director of the Upper School _____ Date _____

Mrs. Kong/Registrar _____ Date _____

4.3.4 Withdrawal from a Course

Extraordinary circumstances may make it necessary for a student to withdraw from a course after the drop/add period. Withdrawal from a course must be approved by the director of the upper school. If approved, the course will remain on a student's transcript noted as either WP (withdraw passing) or WF (withdraw failing). The student, parent, and teacher must sign a Course Withdrawal Form (available from the registrar's office) before the director of the upper school will consider the request. The student must remain in the class until notified by the registrar that the withdrawal is completed. Poor grades, heavy workload, other responsibilities, and most other circumstances are not valid for withdrawal and will not be approved.