



Drop/Add Request Form for Rhetoric Students

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 Any student who drops/adds a course after this two-week period may receive a Withdrawn/Failing (W/F) or Withdrawn/Passing (W/P) mark on his/her transcript.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

Director of College Counseling _____

Date _____

Parent/Guardian _____

Date _____

Teacher (Drop) _____

Date _____

Teacher (Add) _____

Date _____

Director of the Upper School _____

Date _____

Mrs. Kong/Registrar _____

Date _____

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 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 complete. Poor grades, heavy workload, other responsibilities, and most other circumstances are not valid for withdrawal and will not be approved.