



ADD/DROP FORM

Student Name _____

ID# _____ Grade _____

Counselor: __ Peterson (9th A-L/IEP) __ Alvarado (9th M-Z/IEP)

__ Vasa (10th-12th A-C) __ Murphy (10th-12th D-Ho)

__ McPhee (10th-12th Hs-Me) __ Smela (10th-12th Mi-Sc)

__ Fries (10th-12th Se-Z)

THIS IS YOUR LAST OPPORTUNITY TO CHANGE CLASSES

INSTRUCTIONS:

1. Check in at the screening table in the small gym.
2. Consult the master schedule posted on the wall in the gym..
3. Add a course: Obtain the signature(s) of the department leader(s)/ teachers of the class(es) you are trying to add. (Add before dropping.)
4. Drop a course: Obtain the signature(s) of the department leader(s)/ teachers of the class(es) you are trying to drop.
5. *Parent signature is required per district guidelines to drop a class.*
6. Sign the bottom and turn this sheet in to a counselor before you leave the gym.

RULES:

- Add a class before dropping a class. This to ensure you aren't dropped without another option.
- You are not permitted to drop any classes not listed and approved in the parent permission section below.
- Obtain necessary signatures from department leader(s)/teachers.
- You are responsible to fulfill your graduation requirements and maintain the required number of credits per semester.
- Understand that all changes are final and no additional changes or appeals can be made after today.
- Be patient, respectful and flexible. There may be long lines and you may need to make several attempts to get the changes you want.

ADD				DROP			
Course Title	Period	Teacher	Department Signature	Course Title	Period	Teacher	Department Signature

Parent Permission: I give permission for my student to drop the classes listed here:

Parent/Guardian Signature _____

Student Signature _____

Counselor Signature _____

(To be added later when form processed.)