

# Course Drop

**Deadline for course drop is the end of the 12<sup>th</sup> week of the semester**

**(11/9/23 for semester 1 and 3/23/23 for semester 2)**

**\*At the end of the 12th week a "W" will appear on your transcript indicating a withdrawal after the deadline.**

Name (print) \_\_\_\_\_

ID# \_\_\_\_\_

Counselor \_\_\_\_\_

Date Effective \_\_\_\_\_

Course Dropped \_\_\_\_\_ Period \_\_\_\_\_

Teacher \_\_\_\_\_ Level \_\_\_\_\_

Department \_\_\_\_\_

{SENIORS ONLY}  I have checked with the colleges I am applying to and I am comfortable dropping this course.

{SENIORS ONLY}  I have checked my graduation credits and course requirements and dropping this course will not affect my graduation status.  If planning on participating in athletics, please make sure you have 5 classes each semester.

Students must obtain signatures before returning this form. Counselors will drop the course after receiving completed form.

1. \_\_\_\_\_ Date \_\_\_\_\_  
(Student)

2. \_\_\_\_\_ Date \_\_\_\_\_  
(Parent)  Approved by a parent via phone conversation. Parents, you are encouraged to seek input from the teacher and/or department chair as you work with your child on this decision.

3. \_\_\_\_\_ Date \_\_\_\_\_  
(Teacher)

4. \_\_\_\_\_ Date \_\_\_\_\_  
(Counselor)