

CHS Class Change: DROP/ADD Form 2009-2010

Student Name: _____ Date (this form was turned in): _____

Counselor: _____ Student's grade: _____

Parent's name/phone numbers: _____

Course Name/Period that I am **considering** dropping: _____

Course to be Added: _____

This box to be completed by the teacher who teaches course being dropped:

What is the student's current grade? _____

How many **excused absences** does student have? _____ **Unexcused absences?** _____

Has the student worked to his/her capabilities to meet course expectations? _____

Has the student returned all supplies? _____

Do you recommend the change? _____

Please email student's counselor with any other relevant information.

CHS has the highest academic expectations for all its students. Every attempt to meet with a teacher and get assistance should be made. Reminder that there will be no drops for AP courses as per the AP contracts signed at the end of the school year.

Important information for all students:

- Read the back of this sheet regarding deadlines for dropping a class.
- Continue to attend your current class until your counselor gives you a new, computer-generated schedule reflecting your new class.
- **Dropping a course requirement may impact graduation and/or admission into desired post high school educational institution.**

This box to be completed by student's parent/guardian:

Please print your name: _____

By signing this line, I give permission for my child to drop this course: _____

****Counselor will email receiving/sending teachers once change is official**

Deadlines for Dropping Classes:

NO AP courses will be dropped.

Full Year Courses: Deadline for Drop/Add: Sept. 11, 2009

Semester Courses: Deadline for Drop/Add: Sept. 8, 2009

Note: Driver's Ed cannot be added to a student's schedule after the first two class sessions. There will be no Drop/Add for Driver's Ed after Sept. 3, 2009

Students do not need to fill out a Drop/Add to do a late arrival or early dismissal. Please fill out the Early Dismissal/Late Arrival form only. Classes will not be dropped to allow for a late arrival or early dismissal.