

**DROP – ADD SCHEDULE CHANGE**

Name \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

Reason for change \_\_\_\_\_  
\_\_\_\_\_

---

DROP class \_\_\_\_\_ period \_\_\_\_\_ teacher \_\_\_\_\_  
teacher signature \_\_\_\_\_ date \_\_\_\_\_

ADD class \_\_\_\_\_ period \_\_\_\_\_ teacher \_\_\_\_\_  
teacher signature \_\_\_\_\_ date \_\_\_\_\_

---

DROP class \_\_\_\_\_ period \_\_\_\_\_ teacher \_\_\_\_\_  
teacher signature \_\_\_\_\_ date \_\_\_\_\_

ADD class \_\_\_\_\_ period \_\_\_\_\_ teacher \_\_\_\_\_  
teacher signature \_\_\_\_\_ date \_\_\_\_\_

---

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

**Guidance**

**Comments**

- |       |  |       |
|-------|--|-------|
| _____ | Wrong course and/or computer error           | _____ |
| _____ | Student failures (make up course(s))         | _____ |
| _____ | Graduation requirement course(s) (Jrs & Srs) | _____ |
| _____ | Required courses for any student             | _____ |
| _____ | Requested course(s) not filled               | _____ |

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Principal signature \_\_\_\_\_ Date \_\_\_\_\_