

Parents and Students: Please take note of Add/Drop deadlines for 2019-20

Last name, first name

Grade

Today's date

Counselor

Student E-Mail Address

Parent E-Mail Address (required for notification): _____

Add Deadlines:

September 16, 2019 for fall-semester or full-year elective courses

February 7, 2020 for spring-semester electives

Drop Deadlines:

Requests for course drops after the deadline require administrative approval. If approval is granted a grade of "Withdrawal Pass" or "Withdrawal Fail" will appear on the final transcript depending on the student's grade status on the drop date. Parent signature required here for post-deadline drop: _____

December 20, 2019 for full-year course-level changes (honors/advanced placement to regents, regents to non-regents or extended)

December 20, 2019 for full-year course drops

October 18, 2019 for fall-semester electives

March 13, 2020 for spring-semester electives

DROP	PERIOD	ADD	PERIOD

Required: Please explain the reason for your request. Use the other side of this page if you need more space.

The student requesting the change is responsible for securing the required signatures in the order they are listed below and turning in the completed form to his/her counselor by the deadline date. Once the form is completed and the change is approved, the counselor will complete the schedule change and will notify your parent/guardian by e-mail that the change has been made. The change becomes effective when the new schedule appears on the Parent Portal.

Parent _____ Comments _____ Date _____

Teacher _____ Comments _____ Date _____

Chairperson/Director _____ Comments _____ Date _____

Counselor _____ Comments _____ Date _____

Department Directors/Chairpeople

Art/FACS: Ms. Oswald English/Social Studies: Ms. Donohue Health/Phys. Edu.: Mr. Bongino Math/Science/Tech: Ms. Libertini

Music: Mr. Chiarello Special Education: Ms. Goldthwaite World Languages: Ms. Tassani

