

## Parents and Students: Please take note of Add/Drop deadlines for 2021-2022

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Last name, first name

Grade

Today's date

Counselor

Student E-Mail Address

Parent E-Mail Address (required for notification): \_\_\_\_\_

### **Add Deadlines:**

September 23, 2021 for fall-semester or full-year elective courses  
February 3, 2022 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: \_\_\_\_\_**

October 22, 2021 for fall-semester electives  
December 22, 2021 for full-year course-level changes (honors/advanced placement to regents, regents to non-regents or extended)  
December 22, 2021 for full-year course drops  
March 18, 2022 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.

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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 \_\_\_\_\_

Counselor \_\_\_\_\_ Comments \_\_\_\_\_ Date \_\_\_\_\_

### **Department Directors/Chairpeople**

Art/FACS: Ms. Oswald

English/Social Studies: Ms. Moser

Health/Phys. Edu.: Mr. Bongino

Math/Science/Tech: Ms. Libertini

Music: Mr. Chiarello

Special Education: Ms. Raszka

World Languages: Ms. Rivadeneyra