

Request for Course Change - Add/Drop deadlines for 2016-17

Last name, first name
Grade
Counselor
Today's date
Student email or telephone number

Parent email address (required for notification) _____

Add Deadlines:

September 19, 2016 for fall-semester or full-year elective courses
 February 3, 2017 for spring-semester electives

Drop and Level-change Deadlines:

Requests for course drops and level changes 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 on the drop date. Parent signature required for a drop after the deadline: Parent Signature: _____

October 21, 2016 for fall-semester electives
 December 23, 2016 for full-year course-level changes (honors/advanced placement to regents, regents to non-regents)
 February 17, 2017 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 (1) securing the required signatures in the order they are listed below and (2) turning in the completed form to the counselor **by the deadline date**. The counselor will complete the schedule change and secure the Guidance Director's signature. The parent will receive an email at the address listed above. The original will be returned to the counselor for the student file. The change becomes effective when the new schedule appears on the Parent Portal.

Parent _____ Comments _____ Date _____

Teacher _____ Comments _____ Date _____

Department Chair _____ Comments _____ Date _____

Counselor _____ Comments _____ Date _____

Director of Guidance _____ Comments _____ Date _____