**PETITION TO ADD/DROP A COURSE**

**School Year 2022-2023**

Student Name Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Net ID# \_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBJECT(S)** **PERIOD** **ROOM DURATION**

**(Year, Fall, Spring)**

**Add**

Rationale :

**Drop\***

Rationale:

STUDENT INSTRUCTIONS: Student should fill out the top portion of this form and get appropriate signatures as listed in 1 – 2 below. Student should then sign with student and parent signatures and return to the SSO for counselor signature and submission.

1. Teacher Signature Date [ ] Approve [ ] Disapprove

(for course added)

2. Teacher Signature \****W/P OR W/F*** \_\_\_\_\_\_Date [ ] Approve [ ] Disapprove

(for course dropped) (**\*please** circle)

**\*TEACHERS**: ***If student is dropping this course after the first grading period of a year long course or semester course, indicate W/P (withdraw passing) or W/F (withdraw failing).***

3. Student Signature Date

Parent/Guardian Signature Date

4. Counselor Signature Date

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **The deadline to add a course** | **The deadline to DROP a course without it appearing on your transcript** | **The deadline to WITHDRAW from a course with a WP or WF notation on transcript:** | | 1st semester or year-long courses – August 24  2nd semester courses – January 11 | 1st semester courses – October 14  2nd semester courses – March 10 Year-long courses (entire course) – October 14 Year-long courses (spring only\*) – March 10 | 1st Semester courses – November 11 2nd Semester courses – April 7 Year-long courses (entire course) – November 11  Year-long courses (spring only\*) – April 7 | |  | \*fall semester grade will remain on transcript | | |