

## CCA Class Add/Drop Request Form

If you are requesting to add or drop a class, please read the district policy first.  
Add/Drop Policy per Board Policy 5121/AR

### Dropping a class

- A student may drop classes anytime during the first two weeks without a grading penalty on the student transcript, if approved by the parent/guardian and school counselor.
- After the second week, a student who drops a class will receive a withdraw/no credit on the student transcript.
- No class may be dropped within 15 days of the final marking period, nor may any class be added for transfer units within 15 days of the final marking period.

### Instructions for requesting to change a course:

1. If you are not 18 years old, discuss with parent/guardian and get a signature indicating permission for the requested change.
2. Return this completed form to the Counseling Office. Your counselor will review the request to assure that it will not jeopardize graduation and that the requested change is possible. You will be required to make up missed work if you add a class. If the request is approved, it will be signed by the counselor for you to pick up. Please return to Counseling for follow up. You are still enrolled and must attend class until all steps are completed.

Grade \_\_\_\_\_ Student Name \_\_\_\_\_ ID \_\_\_\_\_ Date \_\_\_\_\_

### I am requesting:

A level change between College Prep, Honors or AP Class \_\_\_\_\_

To drop\* the following class \_\_\_\_\_ in order to add

a class to remediate a prior grade \_\_\_\_\_

a class for graduation or college eligibility \_\_\_\_\_

Math Support or  Academic Literacy

Peer Tutor or  Science Lab Assistant \_\_\_\_\_ Teacher Name \_\_\_\_\_ Teacher Signature \_\_\_\_\_

Signature of Parent/Guardian/Educational Rights Holder \_\_\_\_\_

Counselor Signature \_\_\_\_\_

*\*dropping a college preparatory course may impact college admission, contact college to confirm*

**A course without Educational Content** - Legislation passed by the State of California effective January 1, 2016 requires parental permission for students to enroll in a course without educational content beginning in the 2016-17 school year. Your student, with consultation from school staff, has chosen to add a class without educational content to his/her schedule. Please complete the information below, authorizing the school to add this course to your student's schedule.

Unscheduled ("free") Period

By signing below, the parent/guardian/educational rights holder or eligible student (age 18 or older) consents to this course schedule and understands that the student is enrolling in a course without educational content.

\_\_\_\_\_  
Signature of Parent/Guardian/Educational Rights Holder                      Date

By signing below, the Principal/Assistant Principal has determined that the pupil will benefit from being assigned to the course period.

\_\_\_\_\_  
Signature of Principal/Assistant Principal                                      Date

3. If required, return your textbook or materials to the teacher of the class you want to drop and get a signature.

Drop Teacher Signature - Textbook return \_\_\_\_\_

OR check if no textbook or materials were issued

4. Bring the completed form to your counselor to have your schedule changed.

Request not approved:      No space available              Does not follow policy              Course not offered/conflict

Reminder, counselors are required to adhere to the SDUHSD guidelines outlined on the *Course Selection Contract* that you read and signed last school year.