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 N	ame	ID	Date
I am requesting: ☐ A level change bet	ween college prep, hono	ors or AP Class	
□ To drop* the follow	ing class		in order to add
$\ \square$ a class to ren	nediate a prior grade		
$\ \square$ a class for gr	aduation or college eligibil	ity	
Signature of Parent/Gu	ardian/Educational Righ	ts Holder	
Counselor Signature	na a collogo proparatory	y course may impact college admi	 ssion, contact college to confirm
агоррг	пу а сопеде ргерагатогу	course may impact conlege admi	SSIOH, COHIACI COHEGE TO COMMIN
permission for students to consultation from school sinformation below, author □ Teacher's Aide □ Unscheduled ("free"	enroll in a course without staff, has chosen to add a izing the school to add this Period arent/guardian/education	educational content beginning in the class without educational content to secure to your student's schedule. Teacher Name nal rights holder or eligible stude	Teacher Signature nt (age 18 or older) consents to this course
		nrolling in a course without educa	tional content.
Signature of Parent/Gua	rdian/Educational Right	s Holder Date	
By signing below, the course period.	Principal/Assistant Princ	cipal has determined that the pu	pil will benefit from being assigned to the
Signature of Principal/A	ssistant Principal	Date	
Drop Teacher Signatur		the teacher of the class you wan	
	ook or materials were iss	sued have your schedule changed.	