

# SEMESTER COURSE DROP REQUEST FORM

This form must be turned in to your counselor no later than **the last day of 1st semester (exam day).**

**NAME:** \_\_\_\_\_

**GRADE:** 9 10 11 12

**COURSE:** \_\_\_\_\_

**TEACHER:** \_\_\_\_\_

**COURSE to REPLACE DROPPED COURSE:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **SECOND SEMESTER SCHEDULING POLICY**

### **Dropping a Course:**

Ø Student must maintain at least six (6) periods of courses.

### **Yearlong Courses:**

Ø Students may request a drop from a yearlong course that is not required for graduation.

Ø The drop must be completed by the established deadline

Ø Students may have no more than one study hall.

Ø If the drop creates more than one study hall, a student must select an alternate available course to maintain 6 periods of courses; otherwise the student must remain in that course.

Ø Career and Technology students must still meet requirements of the program in which they are enrolled.

### **One Semester Course:**

Ø Student may drop a 2<sup>nd</sup> semester course that is not required for graduation, creating no more than one study hall on the schedule.

### **Adding a Course:**

Ø Any student can add an additional 2<sup>nd</sup> semester course in place of a study hall as long as the course is available during that study hall period. No changes will be made to the existing scheduled courses in order to accommodate a new 2<sup>nd</sup> semester course.

Ø Senior schedules will be adjusted to meet minimum graduation requirements.

### **Reasons for Counselor Initiated Schedule Changes:**

1. I.E.P.
2. Scheduling error (summer school changes, failures, etc.)
3. Post-Secondary Options
4. Graduation Requirements
5. Pre-requisites

**NOTE:** In order to be eligible for athletics, a student must be enrolled in school the immediately preceding grading period and receive passing grades during that grading period in subjects that earn a minimum of 5.0 credits per year for graduation (excludes P.E.). For this reason, it is our recommendation that students take a minimum of courses equal to 6.0 units of credit.

