

Request to Drop a Year-Long Course

Students...take this form to your teacher FIRST for a comment/signature then have it signed by a parent. Bring the completed form to your counselor for a schedule change appointment.

Student Name:

Course:

Reason for Drop:

Teacher Recommendation/Signature:

Dear Parent:

The Counseling Department would like you to know that your son or daughter is requesting to drop a year-long course at mid-semester. Because it is not generally advisable to make such a change, we want to be sure that parents are involved in this decision. Many times a student struggles in a course in the first semester only to find that it finally “clicks” and the second semester goes much more smoothly. Teachers are in the best position to evaluate this type of situation, and it is for that reason that we want their input (above) to be available to you when you make this decision.

From the college counseling perspective you should also be aware that when a student follows through in the face of a difficult situation it shows commitment. Dropping a course mid semester, especially with a passing grade is not looked upon favorably and may weaken a student’s application. Grade point average is not the only factor in admissions. Choosing and maintaining a challenging curriculum is extremely important.

There may, of course, be extenuating circumstances that make it imperative that a student lighten his or her course load. If this is the case, we will do the best we can to accommodate this schedule change.

Please sign below to indicate your approval:

I am aware that my son/daughter _____ is planning to drop _____, and I approve.

Parent Signature

Date