

# 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 add or drop a class:

1. Discuss with your parent/guardian and get a signature indicating permission for the requested change.
2. Return this 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.

**If it is approved, it will be signed by the counselor for you to pick up. You are still enrolled and must attend class until all steps are completed.**

Date \_\_\_\_\_ Student Name \_\_\_\_\_ GR \_\_\_\_\_ Student ID \_\_\_\_\_

### I am requesting (check all that apply)

- Level change, if space is available. Class \_\_\_\_\_
- To drop the following class\* \_\_\_\_\_  
\* dropping a college preparatory course may impact college admission
- To add a class for graduation or college eligibility. Class \_\_\_\_\_
- Elective change, same period only if space is available. 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Parent/Guardian Approval/Signature \_\_\_\_\_

Counselor Approval/Signature \_\_\_\_\_

### *If required below,*

3. Return your textbook or materials to the teacher of the class you want to drop and get a signature.

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

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

### Request not approved

No space available    Does not follow District Policy    Course not offered/conflict \_\_\_\_\_

**Reminder! Please review the Course Selection Contract that you read and signed last school year. The document details the SDUHSD guidelines on schedule change requests.**