

ADD/DROP/ FORM

Kingsway Christian School seeks to have students enrolled in courses that align with their interests and graduation requirements. Dropping classes must be approved by parent, teachers, students, and the Guidance Department. This policy is in place to allow students to add/drop and withdraw from courses.

Students may add/drop classes during the first two weeks of the beginning of the new semester. A student who wishes to drop a course must do so before the first test is administered.

To add/drop a class, students must complete the following process (all requests must be submitted to the Guidance Office):

- Obtain an Add/Drop form from the Guidance Office.
- Obtain written permission from parent(s) with necessary signature(s)
- Obtain written permission from the teacher you are adding/dropping
- Sign the form
- Return the form to the Guidance Office before the deadline to withdraw.

Students will not be allowed to add/drop a class solely because of period or teacher preference. Students will not be permitted to drop a class that meets a graduation requirement. A schedule change can be made for a substitute class of equal value that still meets the graduation requirement of the class the student is attempting to drop. No core classes will be dropped without transcript proof that the class has been previously completed successfully through an accredited institution.

***Note: The students are not officially added, dropped, or withdrawn from a course until their status is altered on the course roster.

Request Submission Date: _____

Student Name: _____ Grade: _____

Course	Add	Drop	Period	Grad Req YES	Grad Req NO

If requested course is needed for graduation, how will it be satisfied: _____

Please provide details as to the reason(s) for this request: _____

Please note that Kingsway Christian School has established pre-determined Withdrawal Deadlines for each semester. Please sign and submit along with Teacher and Parent signature:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

I understand that in some cases it is necessary to make other changes in my son's/daughter's schedule in order to accommodate the requests listed above.

Parent Signature: _____ Date: _____

Office Use Only

Guidance Department Signature: _____ Date: _____

Approved
 Denied
 Reason: _____
Place a copy in the Student File

Changed in RENWEB
 By: _____
Signature