

TANDEM FRIENDS SCHOOL DROP/ADD COURSE FORM

This form is to be used whenever a student in grades 9 - 12 wishes to either drop or add a class after the initial two-week grace period.

A student must have permission of his or her parent, advisor, teacher, and the Division Director to withdraw from a class. Students may not withdraw from one-semester classes after the first nine weeks, and may not withdraw from year-long classes after the second semester has begun. (Exceptions are sometimes made in cases where a student is enrolled in seven classes.) If a course is dropped within the first nine weeks, "Withdrew" and the effective date are entered on the permanent record card. If a year-long course is dropped after the first nine weeks, the grade at the time of withdrawal is also entered.

No credit is earned when a student withdraws from a course.

If a student wishes to drop one of the minimum six classes, then he or she must replace it with another class. When a student wishes to join a class already in progress, both student and teacher should understand that the student is accountable for all missed work.

As of _____, _____
(effective date) (student's name)

wishes to withdraw from _____.
(course title)

As of _____, _____
(effective date) (student's name)

wishes to enroll in _____.
(course title)

Approved by:

_____ Signature of parent	_____ Date
_____ Signature of advisor	_____ Date
_____ Signature of teacher (course withdrawing from)	_____ Date
_____ Signature of teacher (course enrolling in)	_____ Date
_____ Signature of Division Director	_____ Date