



Class Add/Drop Request Form

La Costa Canyon High School
Counseling Department

Date: _____

Student Name: _____ Student ID: _____

Instructions for adding or dropping a class:

1. Speak with your counselor to discuss your decision and how it will affect your graduation status and/or college eligibility. *This does not include college acceptance. It is recommended that you contact colleges and universities to discuss the ramifications of dropping a course senior year.
2. Take this form home and speak with your parent or guardian and get their signature. Parent signature indicates approval and is required.
3. Take this form to the teacher of the class you want to **ADD** and get it signed by the teacher. Ask the teacher what will be required of you if you make the change.
4. Return your textbook to the teacher of the class you wish to **DROP** and get it signed by the teacher. No class change without a teacher textbook signature will be approved.
5. Return the completed form to your counselor to have the class changed.

1. _____ This indicates your approval of the course change.
Parent/Guardian Signature

2. COURSE I WANT TO **ADD**:

Student has talked to you about makeup work and course requirements: _____
Add Teacher's Signature

3. COURSE I WANT TO **DROP**:

Teacher signature indicates textbook is cleared

Important note:

If your student is dropping a class **after the fourth week** in the semester there will be a "W" (Withdrawal) listed on his/her transcript for the class dropped.

A student **may not** drop a class **within the last 30 school days** of a semester.