

# NATHAN HALE HIGH SCHOOL

## Class DROP, ADD or TRANSFER Form

STUDENT NAME \_\_\_\_\_ ID \_\_\_\_\_ GRADE \_\_\_\_\_

### Student “withdrawing from/dropping” a Class:

- Up to 10 days nothing will be noted on transcript
- After 10 days and up to 5 weeks, a “W” will be noted on transcript
- After 5 weeks, the drop will be noted on transcript as an “N”

### Student “transferring to/adding” a different Class

- No note will be made on transcript for a transfer from one class to another within the same department.
- After 5 weeks, transfers and additions must be approved by both teachers involved in the transfer
- Grades and attendance will be transferred to the new class when the change is made.

### Schedule changes are considered ONLY if there is a technical error on your schedule

- Course out of sequence
- Less than minimum grade in prerequisite class
- Not having enough classes/hole in schedule

### We will not accept requests for schedule changes for the following reasons:

- Because of teacher preference
- Time of day consideration
- You “changed your mind”
- Or, you want to have class with your friends
- The schedule was based on your requests and changes impact class size and availability across the entire master schedule

Student clearly state reason(s) for withdrawal from the class:

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Class and Period	Teacher Signature supporting Dropped Class	Book Returned	Teacher Signature supporting Added Class

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

[Parent/Guardian Signature acknowledges understanding of the implications of the schedule change, as well as agreement]

Counselor Comments \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only:

Received \_\_\_\_\_ By \_\_\_\_\_

“N” recorded on Transcript: \_\_\_\_\_ By \_\_\_\_\_ Transfer done \_\_\_\_\_ By \_\_\_\_\_