

WEST SEATTLE HIGH SCHOOL

Class Change Request Form

Student Name _____ ID# _____ Date Issued _____

Student “withdrawing” From a Class

District policy regarding schedule changes after the first ten days of first semester states that a student may not drop a class unless there are extenuating circumstances, the drop must not create a hole in the student’s schedule, AND the dropped class will be noted on the student’s transcript as “w” (withdrawn class) or an “N” if the class is dropped after the 6th week of the term.

Parent/Guardian Signature acknowledges agreement with the extenuating circumstances as explained by the student, and also acknowledges that the class dropped will be noted as a “W” (withdrawn) or an “N” on the student’s transcript.

Teacher Signature for the Class to be Dropped is requested to confirm return of book.

Teacher Signature for the Class to be Added is to confirm and accept a new student after the 10th day of the start of the term.

Parent and student signature acknowledges an understanding that in noting the withdrawal on the transcript, a two- or four-year college institution will review for admissions consideration.

NOTE: The change is not effective until the student gets all required signatures AND the change has BEEN made in the student system (eSIS). The student should continue attending the current schedule until the counselor gives the student a copy of the new schedule.

Pd.	Dropped Course	Teacher Signature and GRADE	Added Course	Teacher Signature
1				
2				
3				
4				

Brief Description of Extenuating Circumstances:

Parent/Guardian Signature _____

Date _____

IEP/Bilingual Teacher Signature _____
(Required for SPED or ELL student)

Date _____

Counselor Signature _____

Date _____

Administrator Signature _____

Date _____