



ROXBORO COMMUNITY SCHOOL

115 Lake Drive, Roxboro, NC 27573

(336) 597-0020

Fax: (336) 419-4551

www.roxborocommunityschool.org

High School Course Drop/Add Request

Student name: _____ Grade: _____

Course to Drop: _____ ↔ Course to Add: _____

Course to Drop: _____ ↔ Course to Add: _____

Course to Drop: _____ ↔ Course to Add: _____

Reason for making this request: _____

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Guidelines for Adding and Dropping Classes:

- Students must be enrolled for six (6) class periods unless otherwise approved by an administrator.
- Dropping or adding classes may require a change in current courses that are assigned.
- Students requesting less than six (6) classes must request permission to do so from the High School Principal.
- Students requesting to add dual enrollment courses offered by PCC must meet with appropriate PCC staff to complete a registration application, receive course information and to verify course availability. Students are also required to provide the RCS Guidance Department with a copy of their PCC schedule.
- Requests for schedule changes will not be accepted by phone.
- Rising 9th-10th grade students return forms to Mrs. DeVillier at devillierjh@roxborocs.org
- Rising 11th-12th graders return forms to Mrs. Ragland at raglandlo@roxborocs.org

For Guidance Use Only:

_____ Approved _____ Denied _____ Waitlisted