



WHITNEY POINT HIGH SCHOOL

Add/Drop Procedure

Course requests for the following year are sent home during the spring semester for students to review with their parents/ guardians. Course changes can be made at this time. If a student discovers an error, it will be the student's responsibility to notify his/her counselor immediately. Once the fall semester has begun, seating within classes are limited and schedules cannot be changed without following the add/drop guidelines listed below.

Students may add or drop a class within the first two weeks of a semester course. Full-year courses may be dropped from a student's schedule prior to the twenty-week mark (second marking period). Exceptions can be made with administration approval for the following reasons: 1) medical reasons; 2) course work was completed over the summer; or 3) student was academically misplaced in the course.

Students must complete an "Add/Drop Form" that can be picked up in the Guidance Office. This form requires a signature from both the teacher associated with the course and a parent/guardian agreeing to the change. If it becomes necessary to drop a course or courses, students will be required to add a course or courses to maintain a minimum of 5½ credits of academic coursework.

Any yearlong Honors, AP or Dual Credit Course that is dropped at the end of the 1st semester will not receive the weighted grade.

Student Name: _____ Date: _____

Add the following course:

Course Name: _____

Reason: _____

Teacher Signature: _____

Students MUST continue to attend their classes until they receive a new schedule with changes from the Guidance Office

Drop the following course:

Course Name: _____

Reason: _____

Teacher Signature: _____

Students MUST continue to attend their classes until they receive a new schedule with changes from the Guidance Office

Textbook Returned ☐ Yes ☐ No

Please turn form over

PLEASE READ:

Students are required to be scheduled for a minimum of 5.5 credits each year.

Requests being made are not a guarantee. Changes to a student's schedule is dependent on course availability, class size and other factors. Your student's counselor will contact you if there are concerns.

When considering to add a class to their schedule, students should check with the teacher of the course and determine if it is possible to make up the work that was missed.

Rigor of Course Selection

Some courses are more academically challenging and therefore have more weight when calculating a student's GPA. Be sure to check the Course Guide, posted on our website, to determine the rigor of a course before adding or dropping it.

It is our goal to make sure that students stay on track to meet the requirements for graduation while exploring the variety of opportunities available to help prepare them for the future. If you have any questions please feel free to contact your student's school counselor.

Parent/ Guardian Name: _____

Parent/ Guardian Signature: _____

Date: _____

Please return to the Guidance Office once all signatures are obtained. Changes will be reviewed with and approved by the principal.

Students MUST continue to attend their classes until they receive a new schedule with changes from the Guidance Office

Principal Initials: _____

Date Reviewed: _____

Counselor Notes: