



Student Drop Form
(Please use one per student per course.)

Allotment funded seats:

- Students may be dropped from a TxVSN High School course up to 10 days after course instruction starts without academic penalty.
- Students may be dropped from a TxVSN High School course designated as **accelerated** up to the 4 days after instruction starts without academic penalty.
- In the case of TxVSN Dual Credit courses, the Receiving District will follow the drop policy as defined by the college or university and stated in the TxVSN course details.

Fee-based seats:

- Providers agree to give student a 10-school day drop period after course start date without academic or financial penalty. The receiving district is liable for cost on the 11th school day.
- Providers agree to give a 4 day drop period for an **accelerated** course without academic or financial penalty. The receiving district is liable for costs on the 5th school day.

If the student is dropped after the periods stated above, the Receiving District will:

- o Record the grade provided and,
- o Transcript the grade per draft Commissioner's Rules

Receiving School Information

School District: _____
 Campus Name: _____
 Campus Address: _____
 Campus Phone: _____
 Campus Fax: _____

Site Coordinator Information

Name: _____
 Phone: _____
 E-Mail: _____

Student Information

Name of Student: _____
 Course Start Date: _____
 Date Dropped: _____
 Reason for Dropping Course: _____

Course Information:

Provider Name: _____
 School Semester: _____
 Course PEIMS ID: _____
 Course Name: _____
 Course Semester: _____
 Instructor's Name: _____
 Payment Type: Allotment: _____ Fee-Based: _____ Course Cost: \$ _____

Printed Name and Title _____

Signature _____ Date _____

Please send signed form to:

txvsncentral@txvsn.org
Fax: 713-696-3130

Or mail to: TxVSN Central Operations

6300 Irvington Boulevard
Houston, Texas 77022