

Course Withdrawal Form

After the Drop/Add deadline has passed, students may withdraw from a course (non-core) up until the end of the second marking period. Any student who withdraws from a class will be assigned WP (withdraw passing) or WF (withdraw failing). The course and grade, at the time of withdrawal, will remain on the student's transcript and the grade will be computed into the GPA.

Please note: Students may not withdraw from a course if it puts them below the required six-credit minimum during the school day.

Student name: _____ Date _____

Course name: _____

Reason for Withdrawal: _____

Signature

Date signed

1. Student's signature _____

2. Parent's signature _____

3. Teacher's signature _____

4. Guidance Counselor's signature _____

5. Principal's signature _____

THIS FORM, WHEN COMPLETED, MUST BE RETURNED TO THE HIGH SCHOOL OFFICE, NO LATER THAN ONE WEEK BEFORE THE END OF THE SECOND MARKING PERIOD. THE WITHDRAWAL WILL NOT BE OFFICIAL UNTIL ALL SIGNATURES HAVE BEEN OBTAINED AND THE FORM HAS BEEN RETURNED TO THE OFFICE.