



2021-2022 Withdrawal Request Form

Drop a Class "W"

Reason for Withdrawal Request:

***Please Note after 12th week of the semester students will no longer be able to drop a class for a "W".**

Student Name

Grade

Class to Drop with W (Withdraw)

Period

Teacher Approval

Date

September 24, 2021 was the last day to drop a class without a "W". This is to verify that the above named student has requested to drop from this class past the add/drop deadline, which will result in a "W" (Withdraw) and zero credits on his/her transcript. If the student repeats the class, the original grade of "W" will remain on the transcript; the new grade will be used for the high school GPA. The student must attend the class until the drop is approved. The student will receive notification of whether or not the Withdrawal is approved and a new schedule will be given.

*******After the 12th week of the semester a student will not be able to Withdraw a class for a "W". A student will have to complete the class and receive the grade they earned. *******

Parent/Guardian Approval

Date

Student Signature

Date

Office Use Only: Completed _____ Denied _____ Conflicts _____ Notes:

New Schedule Given to Student and Teachers Notified of Any Class Roster Changes: Initials _____ Date _____