

Milton High School
Schedule Add/Drop Request Form

Deadline for Add/Drop Request- 73% or Below in Core Class: January 13, 2016

Deadline for Add/Drop Request- Other Requests: January 20, 2016

Last Name _____ First Name _____ Grade _____

Student Email Address: _____ Parent Email Address: _____

Students are expected to complete courses for which they are enrolled. If changes are necessary, they should be requested in writing by the parent/guardian within the first ten (10) school days of the course. Changes that meet the criteria will be made on an as available basis.

STEP ONE
FILL OUT REQUIRED INFORMATION

Reason for Request (Check all that apply):

- I need this course to graduate.
- I need this course for college admissions.
- I previously passed this course.
- This is a duplicate course on my schedule.
- I have previously failed a course with this same teacher.
- I have not taken, or passed the necessary prerequisite course.
- I am taking this course online. (You must pick up the paperwork in suite 1320 or 1340. You will not receive a change until the paperwork is completed and you are registered online.)
- I am currently have a 73% or below in this core class.
- Other : _____

Current Class: _____

Replace with - _____

First Choice: _____

Second Choice: _____

1. Student Signature: _____ Date: _____

2. Parent Signature: _____ Date: _____

- Student needs to return textbook(s) to the Main Office
- There is no textbook to be returned

STEP TWO
OBTAIN SIGNATURES IN ORDER

FOR OFFICE USE ONLY

Staff Signature: _____ Date: _____

Staff Comment: _____

Request denied
 Request approved Date Processed: _____ Initials _____

STEP THREE
RETURN TO GUIDANCE OFFICE