

# Schedule Change/Drop Form

The Copley High School Curriculum Guide policy states that students may not drop/add or change classes after May 1st of the previous school year. If a student drops a course after this date the student will receive a "WF" on the student transcript which calculates as an "F" on the students report card/transcript. The only exception to this policy is if a student has a full schedule - a student may drop an elective course the first 20 days of each semester.

## Scheduling **CORRECTIONS** can be made **WITHOUT** signatures:

- Minimum course load not met
- Course failed previously needs added to student schedule
- Completion of summer school class needs removed
- 2 studyhalls in one semester and no study halls in the other semester

## Scheduling **CHANGES** can be made but **SIGNATURES ARE NEEDED:**

- Student has 7 classes and would like to drop a class to add a study hall

## SCHEDULE CHANGES WILL NOT BE MADE FOR THE FOLLOWING REASONS

- To move a class to another mod
- To change teachers
- To change lunches
- Add classes

### Student

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Date \_\_\_\_\_

Schedule Issue: (Please be very specific, list class and reason for change/drop, attach additional paper if needed)

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### Teacher (To be completed once the school year begins)

Teacher Comments: \_\_\_\_\_

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Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

### School Counselor

Counselor Comments: \_\_\_\_\_

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School Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

**AP Coordinator:** If dropping an AP Course, AP Coordinator must review and sign (AP Coordinator-Mr. Campana)

AP Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent

Parent/ Guardian: By signing this form, you are confirming your approval of the course change/drop.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Phone \_\_\_\_\_ Date \_\_\_\_\_

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### Administrator

Administrator \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_