**Montpelier High School**

**Course Drop/Add Form**

*Per the Curriculum Guide, students have 5 days from the beginning of the school year to make adjustments to their schedules for full year classes and 5 days from the beginning of each semester for semester classes.*

Students may request a schedule change for the following reasons ONLY:

1. Medical reasons with documentation
2. A successfully completed summer school/CCP course with grade verification
3. An obvious program error such as omission of a required course
4. Need for credit recovery
5. Failing to meet a prerequisite

If you meet one of the previous conditions, please fill out this form before coming to see the counselor to drop/add a course. Academic Assist teachers CANNOT be changed.

(Many course sections are full, so there is no guarantee the change you want can be made.)

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Student’s First and Last Name Grade Date

Use the first row for the course you want to drop. Use the next row for the course you want to add in its place. Replacement courses must occur during the same period and semester as the dropped course.

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| --- | --- | --- | --- | --- | --- | --- |
| ***Drop*** | ***Add*** | ***Period*** | ***Course Name*** | ***Mark the term of the course*** |  |  |
| ***Check***  ***for***  ***Drop*** | ***Check for Add*** | ***Write in the period when the course occurs*** |  | ***S1*** | ***S2*** | ***Year*** |
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Parent/Guardian Signature Date

**Approved** Your new schedule is attached

**Denied** Reason(s):

Section is full

Request does not work with current Master Schedule

Request does not meet one of the 5 criteria