



Wenatchee High School

REQUEST TO DROP CLASS

If a student wishes to drop a class after the 15th school day of each semester, he/she must complete this form and each of the following steps in order:

- _____ 1. Student talks with teacher regarding concerns Date: _____
_____ 2. Student and parent talk with teacher Date: _____

It is the student's responsibility to also:

- Explain, in writing, the exceptional circumstance(s) that have caused you to request to drop the class and obtain a parent/guardian signature below that supports your request.
- Obtain your current teacher's signature.
- Obtain your counselor's signature.
- Return the completed form to your counselor. Your counselor will then meet with the Assistant Principal for approval or denial of your request. Should your request be denied, you may appeal the decision to the Principal.

***STUDENT IS EXPECTED TO ATTEND CLASS UNTIL THIS FORM IS COMPLETED,
RETURNED TO COUNSELOR, AND APPROVED.***

Please note:

- After the 15th day of each semester, you may not add a class for credit and you may not have an open period during the school day. Dropping a class after 15 days may result in less than a full schedule of credits.
- Dropping a class after 15 days will result in a "W" or "F" on the transcript and the student will not earn credit for that class.
- Any classes dropped after the quarter will be recorded as an "F" regardless of current grade and no credit will be earned.

Student Name: _____ Grade: _____ Student ID: _____ Date: _____

1. I support my student's request to drop: _____

Parent Signature: _____ Date: _____

2. Teacher's Signature: _____ Current Grade: _____

3. I have spoken with this student about their request to drop this class.

Counselor's Signature: _____

4. Administrator's Signature: _____ Approved ☐ Denied ☐

Comments: _____