

# NTHS Course Change Request 21-22

(Only **completed** forms with signatures will be reviewed - please print clearly)

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name & Phone Number: \_\_\_\_\_

Grade: \_\_\_\_\_

1. This is a **REQUEST** form **ONLY**. There are no guarantees that your request will be granted.
2. You must **REMAIN in assigned classes** until notified of the change by my school counselor. Absences will count.
3. Course change requests will be processed as quickly as possible, but it will require teacher initials and a parent signature. No changes will be made without those two items.
4. You will be notified by receiving a new schedule or note explaining why we are not able to make a change.
5. Course change requests **must be submitted no later than Wednesday, September 15th**.

**REASON FOR REQUEST: (please circle and explain)**

Unassigned Period (Seniors only)

Missing Graduation Requirement

Conflict with sport (provide explanation on back)

Missing College Requirement

Placement to more appropriate course level (AP <-> Regular)

Other (Attach detailed explanation)

\*Changes due to teacher/peer preference will not be granted.

**CHANGE REQUESTED:**

	<b>Drop Requested</b>	<b>Add Requested</b>	<b>Teacher Initial(s)</b>
Period	Class (which class you will drop)	Class (which class do you want to add)	
1			
2			
3			
4			
5			
6			
IS/Other			

**Teacher/Parent Comments:**

**Read, sign and return to your school counselor:**

Add/Drop requests are not guaranteed. I have been advised by my school counselor of the possible impact of changing my courses and agree to take responsibility for any repercussions that this change causes (i.e. change in college acceptance, scholarship & sports eligibility, GPA, etc). Under no reason will I hold my school counselor or North Tahoe High School responsible for issues that arise due to this class change. I have also reviewed the Add/Drop policy on the reverse side of this form and understand that a course change may result in a W or WF on my transcript.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# NTHS Course Change Request 21-22

## Add/Drop Policy

The courses offered at North Tahoe High School are designed and taught on a year-long (August – June) schedule. As such, students are scheduled and committed for two semesters to get their full 10 credits.

At the beginning of the fall term, students may add or drop courses **without penalty** until the Friday at the **end of the 2<sup>nd</sup> full week of the semester**.

If a class is dropped after the end of the 2<sup>nd</sup> week in session, there will be a **W mark on your transcript denoting a Withdrawal**.

After the 2<sup>nd</sup> progress report, any courses dropped **will result in a grade of WF on your transcript denoting a Withdrawal Fail**. A WF does not impact eligibility and does not impact GPA.

After the 3<sup>rd</sup> progress report, any courses dropped **will result in a grade of F on your transcript. A drop F does impact GPA and athletic eligibility**.

Only those students with administrator approval for extenuating circumstances will be allowed to change courses at the beginning of the 2<sup>nd</sup> semester. Courses approved to be dropped at the semester will be given a WF grade for the second semester of the course.

***Please be aware of the Outside Credit policy and grade reporting requirements with those courses via the Outside Credit Request Form. Only pre-approved outside credits (non-TTUSD courses) will be allowed for high school credit.***

North Tahoe High School prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

Last Revised: 1/29/19