

## King George High School Add/Drop Form

Changes can only be made if space is available.

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

The school schedule is built on your original requests. When you want to make a change after the schedule is created, it can be difficult to accommodate your requests. In some cases, we may not be able to honor desired changes for this reason. Please keep this in mind when you select courses. **No classes will be changed until this form is returned with all of the necessary signatures and only if you are able to find a class to add in place of the dropped course. You must follow your schedule until you receive approval to change from your counselor. Please check your email for updates regarding your schedule.**

**Step #1:** Class to Add: \_\_\_\_\_

**Step #2:** Please explain why you wish to drop the class.

**Student:** I wish to drop the following course: \_\_\_\_\_

**Student:** Please explain why you wish to drop this course:

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**Step #3:** Ask your Case Manager to review the form (IEP students only). Then, sign the form and ask your parent/guardian to sign and date.

\_\_\_\_\_ Student Signature  
Date

\_\_\_\_\_ Special Education  
Case Manager (if applicable) Date

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

\*Parent signs last after reviewing all feedback

**Step #4:** The counselor will review the changes to ensure all graduation requirements will be satisfied. The counselor will then change the schedule and notify all parties. Students should check their school email for scheduling updates.

**Return the signed form to your school counselor before the end of the 3<sup>rd</sup> day of a new semester. No changes will be allowed after this date.**