



# ADD/DROP A CLASS - REQUEST

## STUDENT

I, \_\_\_\_\_, request permission to add/drop the following course  
*Student's Name*

\_\_\_\_\_

\_\_\_\_\_  
*Student's Signature* *Date*

## TEACHER

I, \_\_\_\_\_, concur with this student's request, and will add/drop  
*Teacher's Name*

him/ her from the roll for \_\_\_\_\_

\_\_\_\_\_  
*Teacher's Signature* *Date*

## PARENT

I, \_\_\_\_\_, hereby give permission for my child to add/drop  
*Parent's Name*

the following course \_\_\_\_\_

\_\_\_\_\_  
*Parent's Signature* *Date*

## GUIDANCE COUNSELOR OR PRINCIPAL

I have discussed the desire to add/drop \_\_\_\_\_ class with this  
student and recommend approval of the request.

\_\_\_\_\_  
*Counselor / Principal's Signature* *Date*

**PLEASE MAKE ANY ADDITIONAL COMMENTS ON THE BACK. THANK YOU.**