

Manitowoc Lutheran High School

Course Drop/Add Form

Be advised that some changes will not be approved if:

- a section is filled
- sections become unequal in size
- the reason for changing is not based on enrolling in a required course

Step 1

Student Name

Grade/Year

Step 2 Student meets with Advisor to discuss drop/adds

Comments by advisor: _____

Step 3 Record the drop/adds

1. Include a drop and an add to move a class to a different period
2. DOUBLE CHECK the changes are possible via the Teaching Schedule

*Without
Instructor
initials form
will be
denied!*

Drop	Add	Period	Length		Course Name (including Study Hall)	Instructor Comments/Initials
			Y	S1 S2		
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

Step 4

Parent/Guardian Signature

Date

Step 5

Advisor Signature

Date

Step 6 Submit form to Registrar (Mr. Hulse – Guidance Center – Room 114)
With **\$25 Schedule Change Fee.**

APPROVED

If schedule is attached, please give it to your advisee

DENIED

Reason(s)

Section full for one of the drop/add classes _____

Section is unequal in size and prevents any drop/adds

Impossible change requested via the Teaching Schedule

Other: _____