

# 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

			Length		Course Name (including Study Hall)	Instructor Comments/Initials
	Drop	Add	Period	Y S1 S2		
<i>Without Instructor initials form will be denied!</i>	<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. Durkee – 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: \_\_\_\_\_