Drop/Add/Transfer Course Request Form

(Must use one form per student)

This form is being initiated by: _____ Relationship to Student: _____

Student's Name: _____ Student's Grade: _____

Date student began course: _____ Date form was initiated: _____

Current Program: ☐ Hybrid ☐ Flex ☐ Guest

Requesting to: ☐ **Drop Course $30** ☐ **Add Course $30** ☐ **Transfer From/To Course $30**

THIS IS ONLY A REQUEST: <u>*You should still continue to attend the classes on your schedule until you receive written notification*</u> *your schedule has been changed. Requests are not accepted by phone or email. They must be made using this form.*

Because we believe in the partnership between our families, students, teachers and staff, we desire to give all parties opportunity to make the most informed decision. Use of this form helps balance the request of the student, the family's financial obligation, the potential impact on the teacher and class, and the school's desire/need to be fiscally responsible.

For all requests to drop, add or transfer:
- Whether this request is approved or not, your account will be charged $30 per change/per request.
- This request must be initiated as soon as possible following discussion with Administration/Guidance.
- Only in exceptional cases are requests to drop/withdraw from a required/core courses approved.
- As outlined in the Financial Agreement, the full amount of the agreement is due unless you request a change to your agreement and it is approved by the Board (see below section for request).

Student requesting to withdraw from/drop a class:
- Students initiating a drop/withdraw request after the first 3 weeks (or 9 actual on-campus class days) may have a WP (Withdraw Passing) or WF (Withdraw Failing) noted on their transcript/report card.
- For Upper School students, request may affect college or scholarship requirements/acceptance.

Student requesting to transfer to or add a different class:
- Transfers will not be accepted after the 3rd week of classes.
- If approved, no note will be made on the student's transcript/report card.
- If requesting a transfer, there will be no financial reimbursement from the class change.

Approval is generally granted in the following cases: (this list is not exhaustive)
- Course is out of sequence.
- Student has less than the minimum grade (D or F) in a high school level course or pre-requisite or can demonstrate the student is not making adequate progress.
- Not having enough classes/hole in the schedule.

We will not accept requests for the following reasons: (this list is not exhaustive)
- Because of teacher preference.
- You "changed your mind".
- You want to have class with your friends.

☐To Drop:_____

☐To Add:_____

☐Transfer from:_____ ☐To:_____

☐Transfer from:_____ ☐To:_____

Reason for Withdrawal: (use extra paper if necessary)

_____

_____

Before request can be considered:

1. You have met with Administration and obtained their signature, the Add/Drop/Transfer CourseForm is not considered finalized, and invoicing will continue until that date.

     Administration's Signature: _____ Date: _____

2. You have met with the teacher(s) if this request is related to a teacher/course or classroom issue.

     Teacher's Signature: _____ Date: _____

     Teacher's Signature: _____ Date: _____

     Please note that a withdrawal occurring in the middle of a quarter could result in a WP (withdrawal passing) or WF (withdrawal failing) on report card and transcripts.

3. **If course is high school level:**
     Guidance Counselor: _____ Date_____

4. *If you are citing **insufficient course progress** as your reason for requesting a change, you must also meet with and discuss request with CCA's Resource Teacher:

     Resource Teacher: _____ Date_____

5. If requesting a change to your Financial Agreement, please attach a letter clearly outlining your request.
     It should be understood that this Withdrawal request would change the Financial Agreement that was signed and will have a negative fiscal impact for CCA. As outlined in the Financial Agreement, the full amount of the Agreement is due unless the Board of Directors agrees to your request.

Parent's Signature: _____ **Date:** _____

Student's Signature: : _____ **Date:** _____

Business Manager Signature: _____ **Date:** _____

Head of School Approval Signature: _____ **Date:** _____

Comments: