

San Antonio Christian High School Course Change Request – Add/Drop

The deadline to submit a course change request is the 2nd Friday of the course.

Student Name: _____

Grade: _____

Date Submitted: _____

Phone: _____

	Course(es) to DROP	Period
1.		
2.		

	Course(es) to ADD	Period
1.		
2.		

Required Signatures:

Student: _____

Date: _____

Parent: _____

Date: _____

Counselor: _____

Date: _____

If you are requesting a change after the deadline, you MUST have the **DROPPED** teacher's signature.

Teacher of Dropped Course:

I have discussed this request with the student. I recommend this request: Yes ____ No ____

Teacher comments (optional): _____

Teacher: _____

Date: _____

Reason for Course Change:

Office Use Only:

Date/Time Received: _____

Guidance Personnel: _____

Notes: