

Upper School Drop and Add Form

Return the completed form to Mrs. Hurley (Director of Curriculum and Instruction--DCI).

Deadline: Wednesday, September 9, 2026

Steps To Follow

1. Identify the course(s) that you wish to drop and/or add. Juniors and seniors are advised to check with Mrs. Hurley first to see how the course changes may impact graduation readiness.
2. Procure signatures from each course teacher, indicating permission to drop or add a course.
3. Procure parent(s) signature(s), indicating permission for the change(s).
4. **Submit the completed form to Mrs. Hurley for approval.**
5. **You must attend your regularly scheduled class or study hall until you receive a Course Change APPROVAL notice/email from Mrs. Hurley.**

Student name: _____

Grade: _____ Date: _____

COURSE(S) TO DROP

Name of Course	Teacher Signature	Parent Signature
1. _____		
2. _____		
3. _____		

COURSE(S) TO ADD

Name of Course	Teacher Signature	Parent Signature
1. _____		
2. _____		
3. _____		

COURSE CHANGE APPROVAL NOTICE

Student's name, grade: _____

Upon receipt of this signed approval notice, you may attend

- 1.
- 2.

Changes approved by DCI _____ Date _____

