



## REQUEST FOR COURSE CHANGE

**DeLaSalle High School  
Student Services Office**

Name: \_\_\_\_\_  
Grade: \_\_\_\_\_ Date: \_\_\_\_\_

To request a change in your schedule you must:

1. Fill out the specific request and return to the Student Services to see if the change is possible.
2. Obtain signatures from the teacher and your counselor.
3. Obtain your parent/s or guardian/s signature.
4. Return to the Student Services Office with \$25.00 drop fee to obtain a new schedule.

SPECIFIC REQUEST: Reason for the request: \_\_\_\_\_  
\_\_\_\_\_

Signature of Director of Curriculum: \_\_\_\_\_ Date: \_\_\_\_\_

Drop:	Period:	Add:	Period:
Drop:	Period:	Add:	Period:
Drop:	Period:	Add:	Period:

Teacher Comments/Signature: \_\_\_\_\_  
\_\_\_\_\_ Please circle WP or WF at the time of withdrawal

Counselor Comments/Signature: \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Comments/Signature: \_\_\_\_\_  
\_\_\_\_\_

For two weeks after the beginning of the semester the dropped class will not appear on the student transcript. From three to six weeks a W will be recorded on the student's transcript. After six weeks the records will show a WP or WF on the student's transcript.

You are responsible for returning all books and materials to the instructor.  
You must have a new schedule before attending your new class.