

Student/Parent Initiated Course Change

Date: _____

Dear Teacher:

I _____ would like to drop your course
Student Name

_____ and add _____
Course Title Course Title

Step #1: I have met with the student and agree/disagree for the following

reasons: _____

Teacher's Signature

Step #2: I have met with the student and agree/disagree for the following

reasons: _____

Counselor's Signature

Step # 3: I have discussed this change with my child and believe it would /would not

be in his/her best interest.

Parent's Signature

Step #4: Administrative Approval

Superintendent's Signature