

## Policy for Withdrawal from Pre-AP/AP Courses

Just as you have invested much time and effort in selecting your courses, much work has been done to schedule you in the courses you selected. It is with this in mind that we hesitate to make schedule changes to take students out of Pre-AP and AP classes.

The policy for withdrawal from Pre-AP and AP courses will be as follows:

1. Maximum effort should be made to evaluate the appropriateness of placement in Pre-AP and AP classes during the first eight days of the fall semester.
2. Students will only be allowed to withdraw at specified times
  - During the first eight days, students will be allowed to withdraw by visiting with their counselor and providing a parent signature.
  - After eight days, students will be required to remain in the class until the completion of the first grading period (report card).
  - At this time, students will have five days to complete this withdrawal form in its entirety and return it to the Counseling Center.
  - After the five-day period following the first grading period students will not be allowed to withdraw until semester.
  - Students who have not indicated a desire to withdraw at semester will be expected to remain in the course until the end of the school year.
3. Withdrawal will not automatically be approved.
4. Class loads may dictate whether changes can be made. If this is the case, changes will be made on a first-come-first-served, space available basis.
5. The Director of Counseling will make the final decision.
6. Students may appeal the final decision to the Principal by asking the Director of Counseling to forward this form. Students may attach additional written justification at this time. Students will be notified of the Principal's decision.
7. **Students are expected to continue attending and completing assignments in their current class until they have a new schedule showing the new schedule!**
8. Students allowed to withdraw are not guaranteed a specific teacher, lunch or period. The change may require major changes to current schedule.

**Pre-AP/AP Withdrawal Request**

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

**Student: Read, complete & sign:** I am requesting to be withdrawn from the following Pre-AP/AP class for the remainder of this school year. I understand that if this transfer is allowed, my current grade will follow me to the new class, and that it will not be weighted.

Class to drop \_\_\_\_\_ Teacher \_\_\_\_\_

Class to add \_\_\_\_\_

Reason for change \_\_\_\_\_

Signature \_\_\_\_\_

**Parents must read and sign.** I agree with the above changed, if allowed. I understand that this change may affect graduation honors, grade point averages and/or class rank.

Signature \_\_\_\_\_ Daytime Phone \_\_\_\_\_

**Pre-AP/AP Teacher: Read and sign.** I have talked with the above student and the parent concerning the requested withdrawal from this course. I have made them aware of the grade to date and my recommendation about this request.

Teacher signature \_\_\_\_\_

Grade to date \_\_\_\_\_ Recommendation Agree \_\_\_\_\_ Disagree \_\_\_\_\_

**Counselor: Read and sign.** I have reviewed the request and recommendations and advised the student of the consequences of this change.

Signature \_\_\_\_\_ Agree \_\_\_\_\_ Disagree \_\_\_\_\_

**AP Coordinator: Read and sign.** I have reviewed the request and recommendations and advised the student/parent of the consequences of this change.

Signature \_\_\_\_\_ Agree \_\_\_\_\_ Disagree \_\_\_\_\_

Office Use Only

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

Comments \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_