

Saint Basil Academy
Course Drop Request Form

This form must be completed for any course drop requests once school is in session. Changes will only be considered for sound, educational reasons. In order for the change to be considered, you must obtain signatures indicating approval from the course teacher, school counselor, and parent or guardian. The form will then be submitted to administration.

Name _____ Grade _____

Course Name _____ Period _____

Reason for request:

In order to meet graduation requirements and credits, I would like to add the following course(s) to replace the course dropped:

Course Name _____ Semester _____

Course Name _____ Semester _____

Please obtain signatures in the following order:

1. Parent _____ **Date** _____
Comments:

2. Teacher _____ **Date** _____
Comments:

3. Counselor _____ **Date** _____
***Counselor signature indicates verification of credit checks, graduation requirements, and minimum course load requirements**

4. Administrator _____ **Date** _____
***Date and signature indicate that change has been made in Blackbaud and a new schedule has been issued.**