

SEHOME HIGH SCHOOL

Late Term Class Drop Form *Extenuating Circumstances*

Student _____ Grade Level _____ Counselor _____

Class to drop _____ Period _____ Teacher _____

Due to an extenuating circumstance, this course will be dropped with a grade of "NC" (no credit) and will be posted to the student's official transcript.

COUNSELOR SIGNATURE

DATE

I, the Parent/Guardian, agree that my student may drop the class listed above and have a reduced schedule for the remainder of this term. I understand that this may affect graduation eligibility and may also affect participation in extra-curricular activities.

PARENT/GUARDIAN SIGNATURE

DATE

PRINCIPAL SIGNATURE

DATE

Books Returned? Yes No N/A OFFICE STAFF INITIALS _____

OFFICE USE ONLY:		
SCHEDULE CHANGED	↑	TEACHER NOTIFIED
		↑
		GRADE ENTERED
		↑

PROCEDURE:

1. The counselor in consultation with the administrator will determine if an extenuating circumstance exists, allowing the student to withdraw from the class with a "no credit" (NC). An extenuating circumstance is defined as a circumstance involving serious physical or emotional illness. All other class drops after the official schedule change cut-off date will be processed with an "F" grade.
2. The counselor fills out the top portion of the form.
3. The student takes it to the parent for his/her signature, or the counselor speaks with parent/guardian.
4. The student returns book(s) to the office where the form will be initialed.
5. The student takes the signed form back to the counselor.
6. The counselor removes the class from the student's schedule and replaces it with "No Assigned Class" (NAC100).
7. The counselor notifies the teacher of the withdrawal and gives the form to the registrar.
8. The registrar enters NC into Mark Reporting as the semester grade and files the signed form into the student's cum file.

Note: The student must continue attending the class until the form is signed by the parent and returned to the counselor.