

## WITHDRAWAL REQUEST FORM

- **Withdrawing from a class may cause other changes in your schedule.**
- Schedule changes will only be made if space is available in all classes impacted by this request.
- Students have 10 school days at the start of each semester to make schedule changes.
- Students that withdraw from a class after the 10<sup>th</sup> school day of the semester are subject to a “WF” grade for that course.
- For more details about schedule changes refer to page 3 of the High School Curriculum Guide.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Are you involved in an IHSA sport or sanctioned activity? Yes \_\_\_\_\_ No \_\_\_\_\_

A request has been made to remove the above-named student from \_\_\_\_\_

At this time for the following reason(s):

- Student  Parent  Teacher  Counselor  Dean A/P requests withdrawal
- Has the ability to do the work, but chooses not to continue this course
- Though the student has tried, the level of the class work is too difficult
- Lack of interest on the part of the student
- As a sixth course, it is proving to be an overload
- Other (state reason) \_\_\_\_\_

TEACHER \_\_\_\_\_

TEXTBOOK RETURNED \_\_\_\_\_ (teacher initials)

STUDENT \_\_\_\_\_

PARENT \_\_\_\_\_

DEPT. CHAIR \_\_\_\_\_

- **IF YOU ARE AN ATHLETE OR A POTENTIAL ATHLETE, YOU MUST ALSO GET THE SIGNATURE OF THE ATHLETIC DIRECTOR**
- Athletes- Please review IHSA rules and regulations, including that you are required to pass five (5) classes each semester in order to play.

ATHLETIC DIRECTOR \_\_\_\_\_

RETURN COMPLETED FORM TO COUNSELOR \_\_\_\_\_ (counselor initials)

DEPARTMENT CHAIR	ROOM NUMBER	EMAIL
David Jackson- <i>Science/Math</i>	222	DJackson@psd202.org
Dan Vergo- <i>English/Social Science</i>	422	DVergo@psd202.org
Cortney Troy- <i>World Lang./Fine Arts</i>	324	Ctroy@psd202.org
Adam O'Reel- <i>P.E./Drivers Ed/Health</i>	192	AOREel@psd202.org
Kenneth Holowczak- <i>SPED</i>	112	Kholowcz@psd202.org

*For office use only*

Check one of the following:

- Student withdrawing before penalty date
- Student withdrawing after penalty date

Comments: