Withdrawing 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 10th 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)

<table>
<thead>
<tr>
<th>DEPARTMENT CHAIR</th>
<th>ROOM NUMBER</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Jackson- Science/Math</td>
<td>222</td>
<td><a href="mailto:Djackson@psd202.org">Djackson@psd202.org</a></td>
</tr>
<tr>
<td>Dan Vergo- English/Social Science</td>
<td>422</td>
<td><a href="mailto:DVergo@psd202.org">DVergo@psd202.org</a></td>
</tr>
<tr>
<td>Cortney Troy- World Lang./Fine Arts</td>
<td>324</td>
<td><a href="mailto:Ctroy@psd202.org">Ctroy@psd202.org</a></td>
</tr>
<tr>
<td>Adam O’Reel- P.E./Drivers Ed/Health</td>
<td>192</td>
<td><a href="mailto:AOReel@psd202.org">AOReel@psd202.org</a></td>
</tr>
<tr>
<td>Kenneth Holowczak- SPED</td>
<td>112</td>
<td><a href="mailto:Kholowcz@psd202.org">Kholowcz@psd202.org</a></td>
</tr>
</tbody>
</table>

Check one of the following:  
☐ Student withdrawing before penalty date
☐ Student withdrawing after penalty date

Comments:

For office use only

Updated: 8/2023