



Drop/Add Request Form

Student _____
Last name First name ID #

Circle one: Senior Junior Sophomore Freshman
Submit form: Dec. 5-8 Dec. 6-8 Dec. 7-8 Dec. 8

Class(es) to **Drop** _____

Class(es) to **Add** _____

Other Comments _____

Parent Signature: _____

Student Signature: _____

Most Academy high school classes and music lessons automatically continue into second semester unless a student participates in drop/add. Several courses cannot be continued into second semester if a student fails the first semester course. These include Algebra I and II, Geometry, Pre-calculus, Physical Science, Honors Chemistry, Introductory Physics: Honors, and all foreign languages. The academic office will make individual contact as needed during Christmas break.

This form should be submitted to the academic office during the dates indicated above. If a student's schedule allows, the change will be processed on a first-come, first-served basis at no charge. *Requests by parents or students seeking to change a class section or to ask for a specific teacher will not be honored.* Changes made to a student's schedule after December 8 will be for administrative purposes only.

Please refer to the Academy [website](#) for course descriptions and prerequisites.

Automatic transitions for one-semester courses*

Debate I	to	Introduction to Western Thought
Journalism	to	Creative Writing
Keyboarding	to	Word Processing
6 th hour Speech I, II	to	Drama (seniors only)
Government	to	Economics
Economics	to	Government
Fund. of Chemistry	to	Fund. of Anatomy & Physiology

*Submit a schedule change request only if you do **not** want to continue with the second-semester course.

Courses that may be added

- Computer Apps
- Concert Band/Concert Band: Honors (with permission from the director)
- Concert Choir/Concert Choir: Honors (with permission from the director)
- Consumer Math
- Current Events
- Creative Writing
- Drama (prerequisite: a previous speech class; seniors only)
- English 9, 10, 11, 12
- Foods
- Fundamentals of Anatomy & Physiology
- General Art
- Honors Biology
- Introduction to Leadership
- Keyboarding
- Music lessons
- Orchestra/Orchestra: Honors (with permission from the director)
- Physical Education Elective
- Study Skills
- US History
- Word Processing (with prerequisites; see website for details)
- World Geography
- World History