



# DROP REQUEST 2018-2019

**In order to make a class change, please complete the following steps:**

1. Notify the current class teacher (by email, phone, or in person at co-op) of your intent to drop their class. It is helpful if the teacher is aware of the reasons for your drop request.
2. Print and fill out one Drop Request form per class change.
3. **You must attach a payment of \$5.00 to this form, made out to the Teacher of the class you are dropping, in order for this request to be approved and processed by the board.** The \$5 payment will compensate the Teacher for the next session fee they would have received for the student's enrollment in their class. **(Previously paid Session Fees and Material Fees are nonrefundable).**
4. Place this completed form in the "Completed Add/Drop" file that is located on the board table in the 'Important Papers Box.'

*The Registrar, Treasurer, and Sub Pool Coordinator (if needed) will approve and process the request by changing co-op and website records and then place this form in the appropriate Teacher's mailbox.*

<b><u>DROP REQUEST :</u></b>	Date Submitted: _____
Student Name: _____	
Please DROP from (Name of Class): _____ Period: _____	
Teacher's Name: _____	
Does the parent have a co-op assigned job that may be affected by this request? (Y/N) _____	
If so, please state the job affected : _____ Period: _____	
<b><u>CHECK THE BOX THAT STATES WHERE YOUR STUDENT WILL BE ADDED:</u></b>	
<input type="checkbox"/> Register my student in Lounge/Homework lab for this class period. <input type="checkbox"/> List my student as "Not at Co-op". We will not be on campus during this class period. <input type="checkbox"/> I am adding my student to another class. <b>(You must print and fill out an ADD REQUEST form and follow the instructions for the Add to be accepted.)</b>	
_____ (Parent's Signature)	

**Teacher, the Board has processed the paperwork to DROP this student from your class:**

Keep this form for your records.

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Sub Pool Coordinator

# ADD CLASS REQUEST 2018-2019



**In order to make a class change, please complete the following steps:**

1. Contact the class teacher (by email, phone, or in person at co-op) of your intent to join their class. There must be a seat available. Teacher's are not allowed to overload their classes.

*(If a class is full and you wish to be added to the Online Waitlist, go to our website page "LHC Registration Procedures. Instructions on how to register for the Waitlist are towards the bottom of the page. You must be on the Online Waitlist if you are requesting to be added to a full class. This does not guarantee you a seat, but puts you in line for one.)*

2. Print and fill out one Add Class Request form per class change.
3. Place this completed form in the "Completed Add/Drop" file that is located on the board table in the 'Important Papers Box.'
4. The Registrar, Treasurer, and Sub Pool Coordinator (if needed) will approve and process the request by changing co-op and website records and then place this form in the appropriate Teacher's mailbox.
5. Make your payments at the payment box to the teacher for the Material Fee and appropriate Session Fee.

\*(Please note: After November 1st - all Add request forms will go before the board for approval.)

<b><u>ADD REQUEST :</u></b>	Date Submitted: _____
Student Name: _____	
Please ADD to (Name of Class): _____	Period: _____
Teacher's Name: _____	
Does the parent have a co-op assigned job that may be affected by this request? (Y/N) _____	
If so, please state the job affected: _____	Period: _____
_____ (Parent's Signature)	

**Teacher, the Board has processed the paperwork to DROP this student from your class:**

Keep this form for your records.

\_\_\_\_\_  
Teacher Coordinator – after Nov. 1st

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Sub Pool Coordinator