

## DROP REQUEST 2025-2026

In order to make a class change, please complete the following steps. Initial each box.

	<ol> <li>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.</li> </ol>								
	2. Fill out Drop Request Form (One per each class change)								
	3. You must attach a payment of \$5.00 to this form for this request to be approved and processed by the Board. (If writing a check: please address to the teacher of the class you are dropping). 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."								
	egistrar, Treasurer, and Sub Pool Coordinator ebsite records and then place this form in the a		quest by changing co-op						
DRO	P REQUEST:	Date Submitted:							
Studen	nt Name:								
Please	Please DROP from (Name of Class): Period:								
Teache	er's Name:								
	he parent have a co-op assigned job that may lease state the job affected:		)						
π 50, μ	lease state the Job anected.								
CHEC	K THE BOX THAT STATES WHERE YOUR S	STUDENT WILL BE ADDED:							
	Register my student to Lounge/Homework la	ab for this class period.							
	List my student as "Not at Co-op". We will not be on campus during this class period.								
	I am adding my student to another class. (Y instructions for the Add to be accepted.)	ou must print and fill out an ADD REQUE	EST form and follow the						
(Pare	nt's Signature)								
	FAMILY DROPPING CO-OP (This box chec		(Registrar Initial)						
	er, the Board has processed the paperwork his form for your records.	k to DROP this student from your class:							
	·								
Registr	rar Treasurer	Sub Pool Coo	ordinator						



## **ADD REQUEST 2025-2026**

In order to make a class change, please complete the following steps. Initial each box.

Initial	1.	Con	nmunication:					
				regarding your intent to add your child to their class. There must be a seat chers are not allowed to bypass the waitlist or overload their class.				
			After November 1st Do not contact the teacher approved by the Teacher C		the Teacher Coordinator in	nstead. All <i>i</i>	Add Requests must 1 <sup>st</sup> be	
				Signature: Teacher C	: Coordinator – <i>after Nov. 1</i> s	t		
	2. Paperwork: Fill out an Add Request Form (One per each class change).							
	3.	Pay	ment: Select a payment op	tion.				
Cash or Check: Attach your payments for the Material Fee and appropriate Session Fe form. Please use a labeled envelope if paying cash.								
	ase.							
			Record what you paid the	e teacher here.	Material Fee:	Se	ssion Fee:	
	4.		n in your completed form: board table in the 'Importan	•	pleted form in the "Comple	ted Add/Dro	p" file that is located on	
	•		reasurer, and Sub Pool Coords and then place this for	•	,	ess the requ	est by changing co-op	
<u>ADD</u>	RE	EQU	EST:		Date Submitted:			
Studen	nt Na	ame:						
Please	AD	D to	(Name of Class):				Period:	
Teache	er's	Nam	e:					
Does tl	he p	aren	t have a co-op assigned job	that may be affe	ected by this request?	(Y/N) _		
If so, please state the job affected:			, ,	·			Period:	
/Danage		N:	h\					
(Paren	ts c	signa	ture)					
Teach	er, t	he B	oard has processed the pa	aperwork to AD	D this student to your cl	ass: Keep th	nis form for your records.	
Registr	rar			Treasurer		Sub Pool (	Coordinator	