



DROP REQUEST 2026-2027

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

Initial

- ☐ 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. 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.'

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.

DROP REQUEST:

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: _____

CHECK THE BOX THAT STATES WHERE YOUR STUDENT WILL BE ADDED:

- ☐ Register my student to Lounge/Homework lab 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. **(You must print and fill out an ADD REQUEST form and follow the instructions for the Add to be accepted.)**

(Parent's Signature)

☐ FAMILY DROPPING CO-OP (This box checked only if family is dropping membership.) _____
(Registrar Initial)

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 REQUEST 2026-2027

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

Initial

☐ 1. **Communication:**

Before November 1st

Contact the class teacher regarding your intent to add your child to their class. There must be a seat available in the class. Teachers are not allowed to bypass the waitlist or overload their class.

After November 1st

Do not contact the teacher. Please contact the Teacher Coordinator instead. All Add Requests must 1st be approved by the Teacher Coordinator.

Signature: _____

Teacher Coordinator – *after Nov. 1st*

☐ 2. **Paperwork:** Fill out an Add Request Form (One per each class change).

☐ 3. **Payment:** Select a payment option.

c **Cash or Check:** Attach your payments for the Material Fee and appropriate Session Fee to this form. Please use a labeled envelope if paying cash.

c **Venmo:** Complete your Venmo payment before turning in this form, please.

Record what you paid the teacher here. **Material Fee:**

Session Fee:

☐ 4. **Turn in your completed form:** 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.

ADD REQUEST:

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 ADD this student to your class: Keep this form for your records.

Registrar

Treasurer

Sub Pool Coordinator