



IRVINE HIGH SCHOOL SCHEDULE ADJUSTMENT REQUEST

Date: _____

Counselor: _____

Dropping a course may have a significant impact on meeting graduation requirements and/or future academic options.

Request for schedule adjustment may be made with your counselor before period 1, during break, lunch on Tuesdays and Thursdays, and in between 3rd and 4th periods.

NAME _____ STUDENT # _____ GRADE _____
LAST FIRST

FALL semester schedule

SPRING semester schedule

1A _____ 1B _____

1A _____ 1B _____

2A _____ 2B _____

2A _____ 2B _____

3A _____ 3B _____

3A _____ 3B _____

4A _____ 4B _____

4A _____ 4B _____

	Teacher Initials
Add: _____	_____
Add: _____	_____
Add: _____	_____

	Teacher Initials	Materials/ Book Returned
Drop: _____	_____	_____
Drop: _____	_____	_____
Drop: _____	_____	_____

*Return book BEFORE dropping class. The library or teacher must sign here. *If book was from library, get the library signature. All else need teacher signature.

AFTER-DEADLINE DROPS

Withdrawal Grade: WP _____ WF _____

Variable Credits earned: _____

Teacher Signature: _____

REQUIRED SIGNATURES

Student _____

Parent _____

ATHLETIC DROPS (football and lacrosse athletes must see Mr. Ruiz)

Mr. Ruiz (equipment) _____

ADD/DROP POLICY

1. Students may **ADD** a class through the 4th day of each semester.
2. Students may **DROP** a class through the 10th class meeting without the class appearing on the official transcript. **Students are only able to drop a class if it does not cause them to be under-enrolled.**
3. Students may **DROP** a class from the 11th class meeting through the last day of the first or third quarter with a withdrawal grade of "WP" or "WF" posted on the official transcript. **Students are only able to drop a class if it does not cause them to be under-enrolled.**
4. Beginning with the first day of the second and fourth quarters, students may not drop a course.

Approved Denied Date _____

Mrs. Fuller _____ Mrs. Klamberg _____ Mr. O'Connell _____ Mrs. Linquiti _____ Admin _____