Ottawa Islamic School

10 Coral Ave, Ottawa, Ontario K2E 5Z6
Tel: 1.613.727.5066 | Fax: 1.613.727.8486 |

Withdrawals/Dropping Courses Students (Revised, Sept.2023)

Please find details below for students withdrawing or dropping a course or enrolling in Courses. At no point can students join/enroll, drop or withdraw from a course without notification from Guidance. Students cannot simply be deleted or added to "**edsembli**" at the request of a teacher.

A drop /withdrawal should first be initiated by a student or parent to the teacher or Guidance. All students/parents must be directed to Guidance once they initiate a drop or enrollment. The student then needs to book a meeting with Guidance via office or email: ***Book a meeting with your Guidance Counselor:*** guidance@myois.org

Here is the procedure on how to request a drop or withdrawal.

1. Meet with your Counselor to discuss your drop. If you are eligible to drop the course, you will be given an official Drop Form Withdrawal Form.
2. The Drop Form must be completed in full and signed by the course teacher, a parent/guardian, and the guidance counselor to be valid.
3. **Students must attend the course they plan to drop until they actually meet with a Counselor. NEVER ASSUME YOU WILL BE ABLE TO DROP A COURSE!**
4. Once the Drop Form is completed, signed, and returned to the Guidance, it will be dropped within 2 days.
5. There will be an email or note sent from Guidance notifying the teacher of the withdrawal or enrollment.
6. Enrolling on a course has the same procedure as above.

Withdrawal from a Course

- Withdrawals occurring within 5 days of the issuing of the first report card from the Ottawa Islamic High School will result in the mark **not** being recorded on the OST.
- A withdrawal from a Grade 11 or 12 course after 5 days of the issuing of the first report card results in a "W '' being entered in the "Credit" column of the OST along with the mark at the time of the withdrawal.
- All Grade 11 and 12 students who withdraw from a course within five instructional days following the issue of the first provincial report card will not have the withdrawn course recorded on their Ontario Student Transcript (OST). For those students who choose to withdraw from a course after five instructional days following the issue of the first provincial report card, the withdrawal is recorded on the OST with a "W". The percentage grade received by the student at the time of withdrawal will also be recorded. Students are to follow the Request to Drop a Course procedure for Full Disclosure. Please note that the course and a mark may appear on a midterm report card but will not appear on a final transcript if dropped by the Full Disclosure Date.

  Please note that if you do not want a withdrawal from a Grade 11 or 12 courses to show on your transcript, you must withdraw from the course prior to the withdrawal date deadline. If you drop by the 3rd week of September or February, you name will not appear on list but if after that time period a mark is needed, and the 2nd report card will show a "W"

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Course Withdrawal Form

Student's Full Name _____

Student School Email Address _____

Grade level _____

Date of Change Request _____

Name & Code of Course Requested to Drop _____

Course Period ○ Semester 1 ○ Semester 2

Please select the reason(s):

○ Course not aligned with my pathway
○ Unable to balance course workload for this class with my other courses
○ Course is difficult
○ I've had a recent schedule change and no longer able to take this course
○ Other (please specify)

_____

_____

_____

*** Student Name** _____ **Signature** _____

I acknowledge that by dropping this course my child is not jeopardizing acceptance to any post-secondary program. I acknowledge that my child has had an opportunity to consult with a Guidance Counsellor and has considered any advice provided in the decision to drop this course.

*** Parent/Guardian Name** _____ **Signature** _____

*** Guidance Notes:** _____

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*** Guidance Signature** _____ **Date:** _____

Note: ***The Guidance Counsellor will inform the teacher, the principal, and the parents indicating whether this request will be processed or not.***