

New Vista High School Schedule Change Form 25/26

Schedule Change Policy

- A student may drop a class through the 7th day of classes of each quarter with no record on the transcript.
- A course dropped between the 8th and 15th day will receive either a **WF** (Withdraw Fail) or a **WP** (Withdraw Pass) on the transcript, depending on the student's current grade, which does not impact the GPA. Adding a class after the 7th day of class is not guaranteed, and is at the advisor's and counselor's discretion.
- **A course dropped after the 15th day will receive an IP on the transcript and will impact GPA.** No classes can be added after the 15th day of class instruction.

WP/WF Window for Quarter Classes:

Quarter 1: Aug. 25 (Day 8) – Sept. 3 (Day 15)

Quarter 2: Oct. 29 (Day 8) – Nov. 7 (Day 15)

Quarter 3: Jan. 15 (Day 8) – Jan. 26 (Day 15)

Quarter 4: Apr. 1 (Day 8) – Apr. 10 (Day 15)

Student Name: _____ Date of Drop: _____

Name of course you are dropping: _____

Course Code and Term: _____

Teacher: _____ Advisor: _____

Reason for course change. Please be detailed: _____

Name of course you are requesting to add, if applicable:

Course Code and Term: _____

Teacher: _____

Student Signature: _____

Advisor Signature: _____

turn over →

IF YOU ARE COMPLETING THIS FORM AFTER DAY 7 AND BEFORE DAY 16 OF THE CLASS, OBTAIN THE FOLLOWING SIGNATURE(S):

Teacher Signature for Dropped Class: _____ Current Grade in Class: _____

Teacher Signature for Added Class, if applicable: _____

IF YOU ARE COMPLETING THIS FORM AFTER DAY 15 OF THE CLASS, YOU WILL NOT BE ALLOWED TO ADD A CLASS. PLEASE OBTAIN THE FOLLOWING SIGNATURES AFTER DAY 15:

Principal Signature: _____

Parent Signature: _____