

**Grace Brethren Junior/Senior High
ADD/DROP Form**

Please read and fill out the card below. Once you have completed the information in full, please put it in the Add/Drop folder (on the wall) in the Student Services Office. Please allow 48 hours for processing. Be advised that this change could rearrange your other classes.

If the schedule change you are requesting can be made, you and your parents will receive an e-mail with your new schedule as soon as it is available. If we are not able to honor your desired request, we will contact you. Seniors will be given first priority, then juniors and so forth.

***Please note: Schedule changes will only be made for academic purposes. Personal preferences will not be considered unless approved by the Administration. If approved, you are required to obtain the necessary signature.*

Name: _____ Grade: _____

Class to Drop: _____ Class Period: _____

Class to Add: _____ Class Period: _____

Reason for Request:

** Approved. Administration signature (if required): _____

Parent's Signature: _____ Date: _____

Student E-mail Address: _____

Parent E-mail Address: _____

GBHS OFFICE USE ONLY:

Date Received:

By Whom:

Action Taken:

Date Completed:

Reason:

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