

YEAR LONG RELATED ARTS (YLRA) DROP / ADD REQUEST

Parent(s) please fill out this form completely.

STUDENT NAME: _____ GRADE: _____

PARENT NAME (printed): _____ PARENT PHONE # _____

PARENT EMAIL: _____ 2nd PARENT PHONE # _____

REQUESTED COURSE TO DROP: _____ TEACHER OF CURRENT COURSE: _____

REQUESTED COURSE TO ADD: _____ TEACHER OF COURSE REQUESTED: _____

By signing here, you (parent) are requesting a YLRA Drop/Add for your child. A brief conference (in person, by email, or phone) will be required between parent(s) and teacher of course requested to drop.

PARENT SIGNATURE: _____ Date _____

DROPPING TEACHER SIGNATURE _____ Date _____

ADDING TEACHER SIGNATURE _____ Date _____

RELATED ARTS PRINCIPAL SIGNATURE _____ Date _____

POLICY FOR DROP/ADDS:

- 1) Requests for changes in YLRA classes by students/parents should be made by APRIL 1 2021. After this date no class changes will be made.
- 2) The student and parent that request the transfer must make contact with the teacher of the class that is requested to be dropped (e.g. via email) to discuss reason for transfer. Transfers should only be considered after careful discussion. Additionally, a dated class change request form must be delivered to the teacher of the original class with a parent signature and phone number where the parent can be reached.
- 3) If it is determined that a course change is the best path, the *drop/add form* will be signed by the original teacher and passed on to the newly requested course teacher. The related arts principal will have the final authority to drop/add a student from a course.

This portion should be filled out by teachers/administrators only. Summarize parent/teacher conference as needed.