

Name \_\_\_\_\_ ID \_\_\_\_\_ Grade \_\_\_\_ Date \_\_\_\_\_

## Request to Drop Honors Course

Students are allowed to drop down a level, if necessary **between September 20th and October 4th 2019.**

I, \_\_\_\_\_, am requesting to drop from honors \_\_\_\_\_  
\_\_\_\_\_ into \_\_\_\_\_. My reason for wanting to  
drop is \_\_\_\_\_  
\_\_\_\_\_.

I have tried my best to be successful in this class before requesting to drop it by doing the following things: (All of these must be completed to drop down a level.)

- I have gone to my **teacher** to talk about why I want to drop the class.  
Date: \_\_\_\_\_ Teacher Signature \_\_\_\_\_
- I have gone to my **counselor** to talk about academic strategies to be successful.  
(Choose one.)
  - A-Cn Ms. Croom Date: \_\_\_\_\_ Counselor Signature \_\_\_\_\_
  - Co-Hd Ms. Goldstein Date: \_\_\_\_\_ Counselor Signature \_\_\_\_\_
  - He-Me Ms. Galvan Date: \_\_\_\_\_ Counselor Signature \_\_\_\_\_
  - Mi-Sd Ms. Garcia Date: \_\_\_\_\_ Counselor Signature \_\_\_\_\_
  - Se-Z Ms. Folger Date: \_\_\_\_\_ Counselor Signature \_\_\_\_\_
- I have stayed in the class for the **first 6 weeks** (until Sept. 20th)
- I have **attended at least 3 tutoring or FIT sessions** with the teacher (document days attended.)
  - Date: \_\_\_\_\_ Initialed by Teacher \_\_\_\_\_
  - Date: \_\_\_\_\_ Initialed by Teacher \_\_\_\_\_
  - Date: \_\_\_\_\_ Initialed by Teacher \_\_\_\_\_
- I have tried to make up:
  - Missing work (Names of assignments \_\_\_\_\_)
  - Major Grades (Names of quizzes, tests, etc. \_\_\_\_\_)
- My **teacher has approved the level change.**
  - Date: \_\_\_\_\_ Teacher Signature \_\_\_\_\_
- My **parents are aware** of all the steps I have taken (above) and approve of the change in level, and are aware that there will be a conference (in person or by phone) before final approval.
  - Date: \_\_\_\_\_ Parent Signature \_\_\_\_\_
- My **Assistant Principal** approved the level change: (Choose one)
  - A-Cn Ms. Sherline Date: \_\_\_\_\_ Signature \_\_\_\_\_
  - Co-Hd Mr. Baxa Date: \_\_\_\_\_ Signature \_\_\_\_\_
  - He-Me Mr. Reyes Date: \_\_\_\_\_ Signature \_\_\_\_\_
  - Mi-Sd Mr. Featherstone Date: \_\_\_\_\_ Signature \_\_\_\_\_
  - Se-Z Mrs. Stone Date: \_\_\_\_\_ Signature \_\_\_\_\_