

**Add/Drop Classes Form**  
**Belmont Community School District**

STUDENT'S NAME: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_ Reason for Change: \_\_\_\_\_

CHANGES

**Drop** \_\_\_\_\_ Period/Hour\_\_\_\_ **Add** \_\_\_\_\_ Period/Hour \_\_\_\_\_

**Drop** \_\_\_\_\_ Period/Hour\_\_\_\_ **Add** \_\_\_\_\_ Period/Hour \_\_\_\_\_

**Drop** \_\_\_\_\_ Period/Hour\_\_\_\_ **Add** \_\_\_\_\_ Period/Hour \_\_\_\_\_

**Drop** \_\_\_\_\_ Period/Hour\_\_\_\_ **Add** \_\_\_\_\_ Period/Hour \_\_\_\_\_

**Drop** \_\_\_\_\_ Period/Hour\_\_\_\_ **Add** \_\_\_\_\_ Period/Hour \_\_\_\_\_

DROPPED Class Teacher Signature: \_\_\_\_\_

ADDED Class Teacher Signature: \_\_\_\_\_

PARENT/GUARDIAN Signature: \_\_\_\_\_

APPROVAL by Mr. Wiese – MS/HS Guidance Counselor: \_\_\_\_\_

SCHEDULE CHANGE PROCEDURE:

1. To drop a course, you must get approval from the teacher by having him/her sign above.
2. If you want to add a course, you must have the appropriate signature's above. **If the course has already begun, it is your responsibility to make up any assignments you have missed.**
3. After approval from teachers, a parent or guardian signature is **required** before your schedule can be changed.
4. Once the teachers and parent/guardian signatures are obtained, this form must be returned to the school counselor's office **for final approval.**

Questions regarding this form should be directed towards Mr. Wiese – MS/HS Guidance Counselor

Contact Information: (Email) [wiesebr@belmont.k12.wi.us](mailto:wiesebr@belmont.k12.wi.us) (Phone) 608.762.5131x106