



THE A CLASSICAL CHRISTIAN ACADEMY
OAKS

ADD/DROP CLASS FORM
2021-2022

Student Name: _____

Class(es) Student Is Requesting to Add: _____

Teacher's Initials _____ Date _____

Class(es) Student Is Requesting to Drop: _____

Teacher's Initials _____ Date _____

Reason for Class Change:

Please confirm with the Registrar that your request meets graduation requirements prior to submitting to Logic and Rhetoric School Dean. Approval may be dependent on graduation requirements being met, classes sizes, etc.

Registrar Approved _____
Signature Date

Parent Signature Date

Please return the completed form to the Logic and Rhetoric School Dean by the due date(s).

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Approved by Dean _____
Signature Date

ADD/DROP CLASSES POLICY

Objective: To establish basic guidelines for making a determining when a Logic or Rhetoric student can add or drop a class during the semester.

Scope: This policy covers all Logic and Rhetoric classes.

Guidelines:

The following guidelines are for making a determination on when a 7th to 12th grade student can add or drop a class during the semester.

1. A 7th to 12th grade student must confer with the Dean of Logic and Rhetoric schools before completing the designated form to determine if it is suitable to add or drop a class.
2. A 7th to 12th grade student must complete and return the Add/Drop Form (available online or in the school office) for approval from the Dean of Logic and Rhetoric schools. A parent signature authorizing the change of schedule outlined on the Add/Drop Form is required.
3. The Dean of Logic and Rhetoric will forward the completed Add/Drop Form to Student Records to proper recording of the change of schedule.
4. The student may begin attending an added class or stop attending a dropped class once they receive an updated schedule card.