**ÉCOLE SECONDAIRE NOTRE DAME HIGH SCHOOL
STUDENT COURSE DROP REQUEST FORM**

NOTE: Students MUST attend classes and complete course work until the course drop request has been approved by school administration and the student has been removed from the class in PowerSchool.

COURSE DROP PROCEDURES: The student is responsible for bringing the form to the necessary persons to have each step below completed in order.

STEP 1: TO BE COMPLETED BY STUDENT

Grade: ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ Online

Student Name: _____ Student Phone #:_____

Course Name: _____ Teacher: _____

Reason for Drop Request:

STEP 2: TO BE COMPLETED BY TEACHER

Current Grade in Course: _____   #of NDHS Sessions Assigned: _____   Date: _____

Do you support this request: ☐ Yes ☐ No Teacher Signature: _____   Date: _____

Teacher Notes/Info:

STEP 3: TO BE COMPLETED BY PARENT/GUARDIAN

Do you support this request? ☐ Yes ☐ No   Parent Signature: _____ Date: _____

STEP 4: TO BE COMPLETED BY THE HUB

Does this course drop request impact the student's graduation requirements? ☐ Yes   ☐ No

Administrator adjusted schedule for next semester/year? ☐ Yes ☐ No

Grade Administrator Signature: _____   Date: _____

☐ Approved   ☐ Denied

OFFICE USE ONLY
☐ Exit Date (Before Start of Term)_____ ☐ Finding Request (No)   ☐ Removed from Online Course

☐ Course Enrollment Status (WDR)   ☐ Force Sync   ☐ Diploma Exam