



# COURSE WITHDRAWAL/CHANGE FORM

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Period	SEMESTER/DAY 1		SEMESTER/DAY 2	
	Course Dropped	Course Added	Course Dropped	Course Added
1				
2				
3				
4				
SS				

\*\*\*For all signature boxes, a typed name indicates signature and consent.

Textbook Returned

Teacher Signature: \_\_\_\_\_

If a student withdraws from a grade 11 or 12 course after five instructional days following the issue of the midterm provincial report card in a semestered school or second report card in a full year school, the student's percentage grade at the time of withdrawal is recorded on the transcript. OST Manual 2013, p 13

Course Withdrawn: \_\_\_\_\_ Percentage Mark: \_\_\_\_\_ Teacher Initial: \_\_\_\_\_

Course Withdrawn: \_\_\_\_\_ Percentage Mark: \_\_\_\_\_ Teacher Initial: \_\_\_\_\_

Course Withdrawn: \_\_\_\_\_ Percentage Mark: \_\_\_\_\_ Teacher Initial: \_\_\_\_\_

Course Withdrawn: \_\_\_\_\_ Percentage Mark: \_\_\_\_\_ Teacher Initial: \_\_\_\_\_

Teacher may include student summary of evaluation (e.g. Webmark printout)

Please check the appropriate box.

◆ Student REQUESTING a change in timetable   
Reason: \_\_\_\_\_

◆ Student lacking prerequisite for course

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

The following reasons do not require parent signature:

◆ Student has been absent from a **CLASS** for 15+ consecutive days   
\_\_\_\_\_  
First day of non-attendance

◆ Student has been absent for 15+ consecutive **FULL DAYS** and will be placed in RCR500   
RCR500 start date \_\_\_\_\_  
Parent contacted by VP on \_\_\_\_\_

Student will now be part-time

Principal's Signature: \_\_\_\_\_

\_\_\_\_\_  
Counsellor Signature

\_\_\_\_\_  
Trillium Change Date