

## Parents and Students: Please take note of Add/Drop deadlines for 2021-2022

\_\_\_\_\_  
Last name, first name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Today's date

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Student E-Mail Address

Parent E-Mail Address (required for notification): \_\_\_\_\_

### **Add Deadlines:**

September 23, 2021 for fall-semester or full-year elective courses  
February 3, 2022 for spring-semester electives

### **Drop Deadlines:**

**Requests for course drops after the deadline require administrative approval. If approval is granted a grade of "Withdrawal Pass" or "Withdrawal Fail" will appear on the final transcript depending on the student's grade status on the drop date. Parent signature required here for post-deadline drop: \_\_\_\_\_**

October 22, 2021 for fall-semester electives  
December 22, 2021 for full-year course-level changes (honors/advanced placement to regents, regents to non-regents or extended)  
December 22, 2021 for full-year course drops  
March 18, 2022 for spring-semester electives

DROP	PERIOD	ADD	PERIOD

**Required:** Please explain the reason for your request. Use the other side of this page if you need more space.

The student requesting the change is responsible for securing the required signatures in the order they are listed below and turning in the completed form to his/her counselor by the deadline date. Once the form is completed and the change is approved, the counselor will complete the schedule change and will notify your parent/guardian by e-mail that the change has been made. The change becomes effective when the new schedule appears on the Parent Portal.

Parent \_\_\_\_\_ Comments \_\_\_\_\_ Date \_\_\_\_\_

Current Teacher \_\_\_\_\_ Comments \_\_\_\_\_ Date \_\_\_\_\_

Counselor \_\_\_\_\_ Comments \_\_\_\_\_ Date \_\_\_\_\_

Department Director/Chairperson \_\_\_\_\_ Comments \_\_\_\_\_ Date \_\_\_\_\_

Asst. Dir. Of Spec. Ed./PPS (if co-class) \_\_\_\_\_ Comments \_\_\_\_\_ Date \_\_\_\_\_

### **Department Directors/Chairpeople**

Art/FACS: Ms. Oswald

English/Social Studies: Ms. Moser

Health/Phys. Edu.: Mr. Bongino

Math/Science/Tech: Ms. Libertini

Music: Mr. Chiarello

Special Education: Ms. Raszka

World Languages: Ms. Rivadeneyra