Enrichment ELECTIVE (All Grades)
Drop/Add/Transfer Request Form

This form is being initiated by _____Relationship to student_____

Student's Name_____Student's grade_____ Current Program: ☐ Hybrid ☐ Flex

Date student began course:_____ Date form was initiated:_____

Requesting to: ☐ Drop Course ☐ Add Course ☐ Transfer From/To Course

THIS IS ONLY A REQUEST: *You should still continue to attend the classes on your schedule until you receive written notification* *your schedule has been changed. Requests are not accepted by phone or email. They must be made using this form.*

Because we believe in the partnership between our families, students, teachers and staff, we desire to give all parties opportunity to make the most informed decision. Use of this form helps balance the request of the student, the family's financial obligation, the potential impact on the teacher and class, and the school's desire/need to be fiscally responsible.

Student requesting to withdraw from/drop a class:
- Generally, to be approved, this request must be initiated before classes begin or after the first day of class and not later.
- Whether this request is approved or not, your account may be charged $25 per change/per request.
- As outlined in the financial agreement, the full amount of the agreement (in this case, the full amount of the class(es) is due unless you request a change to your agreement and it is approved).

Student requesting to transfer to or add a different class:
- Generally, to be approved, this request must be initiated before classes begin or after the first day of class and not later.
- Whether this request is approved or not, your account is subject to a $25 change/per request.
- If requesting a transfer, there could be no financial reimbursement from the class change should the two classes be a different price (if applicable).
- If adding a course, the full amount of the class will be charged up to the 3rd week of the class. After that, the class cost will be pro-rated.

We will not accept requests for the following reasons: (this list is not exhaustive)
- Because of teacher preference
- You "changed your mind"
- You want to have class with your friends.

Please list all courses:

☐To Drop:_____ ☐To Add:_____

☐To Drop:_____ ☐ To Add:_____

☐Transfer from:_____ ☐To:_____

☐Transfer from:_____ ☐To:_____

Clearly state the reason(s) for your request and if requesting a change to your financial agreement, please give the exact monetary amounts you are requesting be changed (use additional paper if necessary): _____

_____

_____

_____

_____

Parent's Signature_____ Date_____

I have met with and discussed this request with the following CCA Staff: (Signature of all affected teachers is required)

Teacher_____ Date_____

Teacher_____ Date_____

Teacher_____ Date_____

Office Use:

☐ Administration Signature: _____ Date: _____

☐ Received by the Business Office: _____ Date: _____

☐ Referred to the Board of Directors for Approval/Reviewed on: _____

Comments: