



SPECIAL REQUEST TO ENROLL / DROP STUDENT AFTER DEADLINE

This form should be used for the following requests:

- Adding a student to a course after the census date (12th class day) due to an error in enrollment.
- “Clean Dropping” a student from a course(s) after the census date (12th class day) due to an error. Students who are clean dropped will not have a grade reported for the course.
- Dropping a student after the drop deadline due to extenuating circumstances. The grade will still show as a “W” for the course.

These requests are not guaranteed and will be reviewed by administration.

Student Campus ID “CID” _____ HS Campus: _____

Name of Student _____
(Last) (First) (Middle)

Courses to Add:

Subject	Course Number	Section	CRN	Instructor	Instructor Signature

Courses to Drop:

Subject	Course Number	Section	CRN	Instructor	Instructor Signature	<i>Dual Credit Office Notes Clean Drop or W</i>

Explanation of Request:

Please explain the reasoning for the request as it may impact how the student’s enrollment is report to the State.

Counselor Signature _____ Date: _____

Principal Signature _____ Date: _____