



# Altmar Parish Williamstown Junior/Senior High School

639 County Route 22, Parish, NY 13131  
Jr./Sr. HS Office Phone: (315) 625-5222 and (315) 625-5220  
Fax: (315) 625-4638

## Course Drop/Add Approval Form

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Counselor: \_\_\_\_\_

Counselor's Recommendation: YES NO  
(Circle one)

Add: \_\_\_\_\_

Delete/Drop: \_\_\_\_\_  
(Circle one)

Reason: \_\_\_\_\_

In order to make the requested change(s) above, it is necessary to make the following changes on the student's schedule:

<u>Subject</u>	<u>From Period</u>	<u>To Period</u>	<u>Teacher Signature</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- When this form is completed and signed, please return to the Counseling Services Office.
- Student must continue to attend all assigned courses until notification has been made by their guidance counselor and a new schedule provided if request is approved.