



ANDREWS ACADEMY Drop/Add Form

Office Use only:
Date Received: _____
Date Processed: _____

Name: _____

ID# _____

Term: S1 S2

Year: _____

INSTRUCTIONS – PLEASE READ

- **Please print clearly in pen.** Completed forms must be returned to the Office of the Registrar.
- **Check signatures required**
- **INDEPENDENT STUDY:** MUST include a signed letter/note from the teacher overseeing the class stating the topic of study, number of credits being offered, and deadline for completion. (Academic Affairs will have the final approval/denial)
- **OVERLOAD/PART-TIME:** (See Box below)
- This form should **NOT** be used for students withdrawing from all courses. Use the Individual Withdrawal Check-out Procedure Sheet

A PARENT MUST MEET WITH THE STUDENT ACCOUNTS MANAGER AND SIGNATURE IS NEEDED FOR THE FOLLOWING

- If adding a class will result in an overload (above 6.3 credits for the school year not counting music)
- If adding a class will result in Full-time status (3.0 credit or above for the school year)
- If dropping a class will no longer result in an overload
- If dropping a class will result in less than full-time status (below 3.0 credits for the year)

Student Accounts Manager's Signature: _____

Date: _____

DROP

Course Name	Credits	Teacher	Teacher's Signature/Date

ADD

Course Name	Credits	Teacher	Teacher's Signature/Date

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____