



HOLLEY MIDDLE/HIGH SCHOOL

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DROP/ADD POLICY 2025-2026

Students may request to drop/add a course within the first full week of the semester. Requests will only be considered if our drop/add form and process is completed by the end of the first full week of the semester. Forms must be approved by the teacher(s) of the class they would like to drop/add, a counselor, a parent, and the building principal. Signatures must be obtained by each adult.

Drop/Add requests may be denied if:

- The course is full.
- The course is required.
- Change is made for non-academic reasons (change lunch, PE, to be with friends)

Students will be responsible for any missed work if adding a class. All students are required to take a minimum of 6.5 credits. Students will not be able to drop a course if it will cause their schedule to fall below the required credit minimum.

Student Name: _____ Date: _____

Course Dropped: _____ Course Added: _____

Reason: _____

REQUIRED SIGNATURES

Dropped class teacher: _____ Date: _____

Comments: _____

Added class teacher: _____ Date: _____

Comments: _____

Counselor Signature: _____ Date: _____

Comments: _____

Parent/Guardian signature: _____ Date: _____

Comments: _____

Principal Signature: _____ Date: _____

Comments: _____