



# STANWOOD HIGH SCHOOL

Christine Del Pozo, Principal  
Carolyn Coombs, Assistant Principal/Activities Director  
Tom Wilfong, Assistant Principal/Athletic Director  
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## Stanwood High School Extenuating Circumstances Schedule Change Form

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

*Students will not be able to add/drop a course after day 10 unless there are extenuating circumstances. Students must complete this form and submit their request to the principal. The principal will make the final decision as to whether or not the student can drop the course.*

If a student is approved to drop a course, the following will apply:

- If a student is passing the course, the student will receive no credit and a “W” on their transcript.
- If a student is not passing the course, the student will receive an “F” on their transcript.
- Student schedule might be rearranged as there should not be a free period during 2<sup>nd</sup>-5<sup>th</sup> periods.
- The student needs to have an appropriate place to be during the class period they are dropping.

**Courses dropped during the last two weeks of the semester will be posted as a failing grade.**

Class to drop: \_\_\_\_\_ Period: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Class to add: \_\_\_\_\_ Period: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Reason for dropping the class:

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Have you talked to the teacher of the class you want to drop?  Yes  No

Office staff:

Approved

Student will receive no credit and a “W” on their transcript.

Student will receive a “F” on their transcript.

Not Approved

Administrator signature: \_\_\_\_\_

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

Parent signature: \_\_\_\_\_

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

Student signature: \_\_\_\_\_

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