

**Drop/Add Policy**

In January/February/March, students will meet with their counselor to review their four-year plans and select their courses for the following year. At this time an informational letter will be mailed home so that parents may also be involved in this process.

Once course selections have been made, schedules are generated and mailed home before the beginning of the new school year. Schedule changes may then be requested before school begins.

Once the school year begins, the drop/add period is in effect. The drop/add period is usually ten days. This ensures that the student will have the opportunity to attend all classes before deciding whether or not to drop or add.

If a student wishes to drop/add a course, they must fill out the drop/add form in homeroom in the beginning of the semester. This form will then be forwarded to the appropriate counselor who will make an appointment to see the student.