



ADD / DROP FORM

The Status Of Your Account Will Not Change Unless This Form Is Filed Promptly With Our Office

Student Name: _____

Added Class: _____
CLASS, LEVEL, AGE GROUP, DAY, TIME BEGINNING AND TIME ENDING

Dropped Class: _____
CLASS, LEVEL, AGE GROUP, DAY, TIME BEGINNING AND TIME ENDING

Date of Add/Drop: _____
DAY AND DATE CLASS WAS ADDED OR DROPPED

Reason for ADD/DROP: _____

Signature of person submitting this form:

This change must be approved by the both the "added" teacher and "dropped" teacher, and signed by each below:

 Signature of "Added" teacher Date

 Signature of "Dropped" teacher Date

FOR OFFICE USE ONLY:

Note below when this add/drop has been recorded in the students:

<input type="checkbox"/> Computer Ledger & Tuition Box	<input type="checkbox"/> Date "added" teacher notified _____
<input type="checkbox"/> Attendance Book	<input type="checkbox"/> Date "dropped" teacher notified _____
<input type="checkbox"/> Registration Form – Hard Copy	<input type="checkbox"/> Date costume order cancelled _____
<input type="checkbox"/> Excel Attendance Sheet	<input type="checkbox"/> Remove from email list (if applicable)
<input type="checkbox"/> Opt-In Book	<input type="checkbox"/> Adjust Auto Pay
<input type="checkbox"/> Print Statement (if applicable)	<input type="checkbox"/> Attendance Tracker Spreadsheet Intensive Only