Application for Course Withdrawal
Frontier Academy

Students should review the steps necessary to withdraw from a course at Frontier Academy. No step in the process can be skipped.
Students requesting to withdraw from a course after day 10 of the term will have either of the following listed on their transcript
WP (Withdraw Passing; used for special circumstances i.e. long term illness, death in the family) **OR**
WF (This will be used for a dropped class, this "F" will remain permanently on the transcript.)

Step 1
Student

Student / Class Information

Name_____ Grade_____

Class to be dropped_____ Block_____
Reason:_____
_____

Student Signature_____ Date_____

Step 2
Teacher

Teacher Approval / Denial

I have reviewed the above information and reason for request.

Approved	Student will receive an F (penalty drop)
Approved	Student will receive a WP (withdraw pass)
Denied	Request a parent conference
Denied	The request was denied because

_____
_____
_____

_____ _____
Teacher Signature (Materials/books requested / received) Date

Step 3
Parent

Parent Approval

"I give my permission for my son/daughter to drop the class named above provided the condition(s) checked below are met."

No special conditions are requested
Another class offering equal credit must be added (Only available first 10 days of term)
Parent / Teacher conference requested.
Other _____

I understand that if a student drops classes, graduation could be affected

_____ _____
Parent Signature Date

Step 4
Counselor/Administrator

Counselor and Administrative Action

Change made as requested (copy of completed form given to student and one filed)
Change NOT made as requested because_____

_____
_____
_____

_____ _____
Counselor Signature Date

_____ _____
Administrator Signature Date