



# THE PRIMACY COLLEGIATE ACADEMY

## ADD/DROP FORM

ID #	Last Name	First Name	Date	HSP/POH/OH
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### Follow the procedures below to add and drop classes.

- o **Step 1-** meet with the HSP/POH Director, or OH (Mrs. Bennett or Mrs. Longfellow) to discuss the changes.
- o **Step 2-** the director fills out the form with the proposed changes and signs it if he/she approves of the changes.
- o **Step 3-** take the signed form to the teacher(s) of the classes you want to add or drop to get their signatures.
- o **Step 4-** take the completed form to your program director and the approved changes will be made.

### Classes to Add

Class and Number	Period	Teacher	Teacher's Signature	Director's Approval
Example: English 310-2	4	Mr. Ed	<i>Wilbur Ed</i>	<i>Marie Montessori</i>

### Classes to Drop

Class and Number	Period	Teacher	Teacher's Signature	Registrar's Approval
Example: Math 210-1	6	Mr. Einstein	<i>Albert Einstein</i>	<i>Alice Bennett</i>

- Students **do not to start your new schedule before** the Add/Drop process is completed.
- Students must continue attending their scheduled classes until their updated schedule is available.
- Students can submit the Add/Drop **form ONCE with no charge and a second change for 1500 NT.**
- All changes must be completed within the established two week Add/Drop policy.
- Changes initiated by Primacy will not count against those allowed by students.
- Students enrolling later than the 1st day of class must still make changes within the established 2 week policy.

Parent's Signature (optional) \_\_\_\_\_ Date \_\_\_\_\_ Student's Signature \_\_\_\_\_