



The Primacy Collegiate Academy
Parental Notice of Withdrawing From Class

WITHDRAW from a course class period is allowed and accepted ONLY within the calendar dates of one week prior to Final Exam Dates, at the end of the school day.

Student Name: _____

Student ID #: _____

Date: _____

COMPLETED BY TEACHER: REQUIRED

Class to Withdraw: _____ Name & Code: _____
i.e. English I / ENGL100-1

Teacher Acknowledgement: _____ Date: _____
(Final Exam or any portion of Final Exam has not been completed at time of signature)

The above listed student is choosing to withdraw from a class beyond the policy deadline for Adding or Dropping.

The student will receive a 'withdraw passing' (WP) or a 'withdraw failing (WF) grade on their transcript based upon the grade in the class at the time of withdraw.

Understanding the above information, parental permission is granted for the student to withdraw from the course listed.

Parent Signature: _____

Date: _____

FOR OFFICE USE ONLY

Registrar Signature: _____

DATE & TIME Stamp Received: _____

Student Signature: _____

(Must be signed at time when form is turned in at Registrar's Office to acknowledge date & time drop off)