

**GREENVILLE HIGH SCHOOL**  
**2023-2024**

**Add / Drop Request**

Student name: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Change desired:        **Drop**

**Enroll**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent approval must be indicated by his/her signature below and indicates approval if request can be honored.

\_\_\_\_\_  
*Teacher Signature*

\_\_\_\_\_  
*Teacher Signature*

\_\_\_\_\_  
*Administrator Signature*

\_\_\_\_\_  
*Parent Signature*

Teacher Notification: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

***If a student drops a class after 10 days, a "W" will appear on the student's transcript. W/F if the student is failing at the time of the drop and a W/P if the student is passing at the time of the drop.***