



LifeSpring  
Academy

DROP/ADD FORM

Please note: Students have 10 days from the start of the FIRST day of the academic school year to drop a course without documentation on the Official Transcript. After the 10-day period, the class will show a W for withdrawal from the course. If a student desires to drop a course during the 10-day to 20-day period, an I for incomplete will appear on the transcript.

Drop/Add Form Student Name \_\_\_\_\_ Date \_\_\_\_\_

Drop \_\_\_\_\_ Add \_\_\_\_\_

Drop \_\_\_\_\_ Add \_\_\_\_\_

Students need a parent/guardian signature to make a course change to another available course.

Parent/Guardian Signature \_\_\_\_\_

All Drop/Adds will require additional signature of Teacher and Academic Advisor.

Teacher \_\_\_\_\_  Approved  Denied (Reason on Back)

Academic Advisor \_\_\_\_\_  Approved  Denied (Reason on Back)