

MSA Classes Drop/Add Form

Student Name: _____ Date: _____

Please print the class name, teacher name, day/time and applicable quarter/semester.

Example: Computer Literacy, Mr. Hahn, Thurs 1:30 pm, 3rd Qtr.

DROP A CLASS

Class Title	Teacher	Day/Time	Qtr. or Semester

Example: Computer Literacy, Mr. Hahn, Thurs 1:30 pm, 3rd Qtr.

ADD A CLASS

Class Title	Teacher	Day/Time	Qtr. or Semester

****Please note deposits are nonrefundable. ****

****Class fees for a quarter are nonrefundable after the quarter has started.***

****Tuition Balances will be updated once this request is processed***

Parent Signature: _____

Parent Email: _____

OFFICE USE ONLY:

Finance _____ / _____
Initial Date

Updated Family Account
 Class/Teacher Listing
 Class Cost Adjustment:

Administration _____ / _____
Initial Date

Gradelink: Update Student/Class/Teacher lists
 Teacher Pay File (Add/Drop)
 Teacher notification