



## Late Course Drop Form - Only at Site level

Office of Teaching and Learning  
Mat-Su Borough School District  
501 N. Gulkana St.  
Palmer, AK 99645  
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**Special Instructions:** Students currently enrolled in the Mat-Su Borough School District wishing to drop courses without penalty from the current grading period, (grades 9-12 only) may do so with parent/guardian, counselor/advisor, school administrator approval. Signatures for approvals granted by phone call may be documented with time, date, and name of person spoken with. The original form is to be filed in the student’s permanent file after approval, one copy is to be filed with the counselor, and one copy is for the student. The counselor/advisor will communicate approved requests with necessary instructional staff.

Student Name:

Student ID:

Counselor:

Phone:

Grade Level:

Graduation Year:

High School:

**Please remove the following course(s) with no penalty to the grade point average (grades 9-12 only). Removed course(s) will not reflect on a student’s transcript.**

### Explanation:

I have discussed potential unintended consequences of making the requested change(s) with a school counselor or advisor to include possible impact on grade point average, class rank, college/program acceptance, and athletic eligibility and scholarships. I understand it is the responsibility of the student/parent/guardian to communicate with colleges, athletic eligibility organizations, and scholarship grantors prior to requesting changes to grading or schedule to explore any adverse impact on college admission, eligibility or award decisions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Counselor/Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal Signature

\_\_\_\_\_  
Date