

Official Drop Form

Drop Date: _____

In order for Drop to be valid, the parent must sign the form and take it to the teacher for their signature. The parent/student can then bring the form to one of the administrators. **Drops must be on this official drop form. Emails (unless the official drop form is attached with appropriate signatures) or calls are not acceptable. Drop forms can be emailed if they have all the appropriate signatures, faxed, dropped off at CLC when in session or mailed.* . If classes are dropped prior to classes beginning the signature of the teacher and administrator is not required (but the signature of the parent is required.)

Although a parent may drop a student from a class at anytime, below are the payment responsibilities concerning dropped classes. In order to fall under Option 1, this drop form must be filled out and signed by all parties prior to the 1st day of class. If you do not show up to the first day of class and have not filled out a drop form you are still registered.

Please check one:

Option 1: Classes dropped and form turned in prior to the 1st day of classes.

Option 2: Classes dropped and form turned in by Sept 30th parents are required to pay for ¼ of the class.

Option 3: Classes dropped October 1st and after will be required to pay the full fee for the class.

Student's Name:

Class Dropped:

Parent's Signature:

Teacher's Signature:

Administrator's Signature:
