



DOMINION

ACADEMY OF DAYTON

Class Drop Form

Please print:

Name of student: _____

Class from which withdrawing: _____

Requested effective date: _____

Reason for withdrawing: _____

Parent/Guardian Name: _____

Parent's/Guardian's Signature: _____ Date _____

Teacher's Signature: _____ Date _____

Current Grade: _____ (required after 6th week)

Academic Director's Signature: _____ Date _____

Head of School Signature: _____ Date _____

Withdrawal Policy:

Students will be considered still enrolled in the course until the withdrawal form is filled out properly and turned into the office.

Students withdrawing from academic classes after the end of week six of the semester, will receive **Withdraw/Passing (W/P)** or **Withdraw/Failing (W/F)** on their transcripts.

Office Use Only:

- Tuition adjusted-invoice revised
- FACTS notified/changed/canceled
- Class enrollment changed

Office Use Only:

____ Withdrawal/Passing
____ Withdrawal/Failing
____ Expunged