

CLASS ADD/DROP FORM

\$25 Schedule Change Fee per Form



Date: _____

Student's Name: _____

To add or drop a class, please fill out the applicable information below for each class you would like to add or drop then sign below – both parent and student signature required. Please use one form per student. The \$25 fee (cash or check made payable to “Lighthouse”) should accompany the form when turned in to the office. Once the administrator reviews and signs the form, changes will be made in Sycamore, on the transcript, and to your tuition balance as necessary.

Add/Drop Course(s) - \$25 Per Form Per Student			
Courses to be Dropped	Teacher	Day/Time Offered	Semester or Year Long Class
Courses to be Added	Teacher	Day/Time Offered	Semester or Year Long Class

Please explain your reason for dropping (this will help us determine if you can receive a refund of any kind):

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

Academic Dean Signature: _____ Date _____

Office Use Only:

Payment Received
 Check # _____ or Cash
 Total Amount \$ _____

Roster Updated

Sycamore Schedule Updated

Sycamore Grades Updated (if applicable)

Report Card/Transcript Updated (if app.) ___/___/___

Attendance Folder Updated

ACH Updated (if applicable)

Sycamore Financial Updated

New Balance \$ _____

Date Notified of New Balance ___/___/___

NOTES: _____

