



COXSACKIE ATHENS CENTRAL SCHOOL DISTRICT

Home of the Riverhawks



Hello, C-A High School Students,

If you would like to add a course to your schedule, [please fill out this form completely](#), but please be mindful of the following timeline:

September 6th - 20th - No courses can be dropped or added *unless*:

1. You would like to enroll in a more challenging level of a course.
2. You would like to fill a Study Hall with a course.
3. There is an error in your schedule.

*****Email requests will not be accepted.*****

***** No changes will be made for preferred class time, teacher preference, social reasons, etc. *****

*****All students must remain in courses for which they signed up for two weeks.*****

September 21st - 28th - A new form will be sent out via email to request to drop a course. At that time, you will have one week to drop a course, after completing paperwork, without it reflecting on your transcript.

After September 29th - Any course dropped after this date will show on your transcript as "DP" (drop/pass) or "DF" (drop/fail).

Courses will not be eligible to be dropped after the halfway point of Q1 (for a Semester 1 course) or the halfway point of Q2 (for a Full Year course).

This policy is in place to ensure you enroll in a variety of courses, become a more well-rounded student, and build a strong transcript.

Please check your emails for updates and understand that no courses will be allowed to be dropped at this time, all students must stay in their current courses for two weeks, no changes will be made for preferred class time, teacher preference, social reasons, etc., and email requests will not be accepted as all requests must be submitted through the form linked above.

Thank you!

~The High School Counseling Office