Calvary Christian Academy

Educating Disciples of Christ Ephesians 4:12-13

Drop/Add Requests
2019-2020 School Year

Important Dates:

Sept 4-6, 2019	Drop/Add Submissions Accepted – No Fee
Sept 9-11, 2019	Drop/Add Submissions Accepted – $10 Fee
Sept 11, 2019	Last day Drop/Add Submissions Accepted – $10 Fee

*The above dates are final. Extended deadlines will not be given for students that are absent or on vacation.

Please **EMAIL** your Drop/Add Requests to Dr. Eckert at: ceckert@ccphilly.org with the following format:

To: ceckert@ccphilly.org

Subject Line: Drop/Add Request – Student's Name

Body of the email:

Dear Dr. Eckert,
I would like to request the following changes to my child's schedule:

2nd period Basket Weaving to 2nd period Juggling Honors
8th period Band to 8th period Apologetics

Sincerely,
Wonderful CCA Parent

Drop/Add Checklist:

- ✓ **The course that I am adding is the same period as the course I am dropping – or I can rearrange my courses to make the schedule work.** *(Refer to attached form for periods/courses offered.)*
- ✓ **Please make sure the request is possible. Check the courses offered and make sure it is a possible and valid request.** *(Do not request and honors class if you have not met the prerequisite grade in your prior year's course.)*
- ✓ **Drop/Add submissions will not be accepted after September 11, 2019 unless with teacher referral.**