

PROGRESS BOOK WORK ORDER

Student Name: _____

Remove Student from Class Roster

Teacher Name: _____

Course Name and Number: _____

Section #: _____

Add Student to Class Roster

Teacher Name: _____

Course Name and Number: _____

Section #: _____

Reason for schedule change:

Grade Change

Teacher: _____

Course Name: _____

Change grade from _____ to _____

Teacher's Signature _____ Date _____

Guidance Counselor or Principal Signature _____

Action Taken _____

*Never add or delete a student on your own. You must fill-out a work order.

*Only hide a student who has a W by their name indicating the student is withdrawn.

*Send all forms to the Principal's mailbox.