

INSTRUCTIONS FOR ADDING OR DROPPING A CLASS

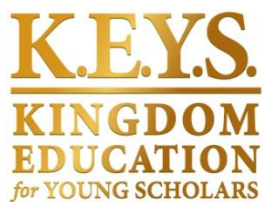
1. If you need to **add another class/classes** after you have already submitted your registration paperwork and payment, you are still able to do so on-line. However, **you must also complete an Add/Drop Form (see forms and documents)**. Along with the form you must submit your Good Faith payment for that class/classes plus the 5% processing fee and either bring the form and payment into the KEYS office during office hours or mail your payment to:

KEYS Administrator
400 Jule Drive
Chesapeake, VA 23322

Your child will not be considered signed up for a class until the Good Faith payment and 5% processing fee is received.

2. If you need to **drop a class/classes**, you are unable to do so on-line. You must complete a Drop/Add form and return the form to the KEYS office during office hours. Please understand that dropping a class will forfeit the Good Faith Payment.

SEE ADD/DROP FORM BELOW



ADD/DROP FORM

Complete the form and return promptly to the office with applicable payment.

STUDENT NAME _____

PARENT SIGNATURE _____

TO ADD A CLASS

CLASS TITLE _____

CLASS Time _____

Good Faith CLASS COST (plus 5% processing fee) _____

Adding a class after classes have already begun may only be done at the discretion of the teacher. Please contact the teacher to secure admission to the class. Signature of the teacher is mandatory.

TEACHER'S SIGNATURE _____

NOTE: If adding a class during the summer, no teacher's approval or signature is required.

TO DROP A CLASS

Dropping a class after classes have already begun requires the parent to state the reason for withdrawal and to obtain the teacher's signature and grade to date. This form **must be turned into the office** to complete this process.

CLASS TITLE _____

CLASS TIME _____

CLASS COST (plus 5% processing fee) _____

REASON FOR DROPPING _____

TEACHER'S SIGNATURE _____

GRADE to DATE _____

NOTE: Students who drop a class will forfeit the Good Faith Payment for each dropped class.