

Westfield Community School

Middle School Add/Drop Form

This form must be used if a middle school student wishes to add/drop band, orchestra, chorus or ELT.

**Students may participate in up to two music programs: Chorus and Band or Chorus and Orchestra.*

Student Name: _____ **Team:** _____

Course requesting to drop (please circle one): Band Orchestra Chorus ELT

Course requesting to add (please circle one): Band Orchestra Chorus ELT

Teacher Signatures:

Teacher Signature of Course Dropping: _____ Date: _____

Teacher Signature of Course Adding: _____ Date: _____

Parent Signature: _____ Date: _____

FOR STUDENTS WISHING TO DROP BAND/ORCHESTRA/CHORUS TO TAKE ELT.

STEP 1: A student may drop band/orchestra/chorus within the first two weeks of the first semester or the first week of the second semester with no penalty. Simply complete the information above (band, orchestra and chorus teachers must sign) and submit to the middle school office. A schedule change will occur within a few days of submission.

STEP 2: If a student wants to drop band/orchestra/chorus after these times, the student along with his/her parents must meet with the music teacher and at least one teacher representative from his/her team to discuss the situation.

STEP 3: If, after meeting, it is in the best interest of the student, the student will be allowed to drop. If this occurs after the midterm grading period, the student will receive a grade in the course for that quarter. This form must then be submitted to the middle school office. A schedule change will occur within a few days of submission.

FOR STUDENTS WISHING TO DROP ELT TO TAKE BAND/ORCHESTRA/CHORUS.

STEP 1: A student may drop ELT at any time in order to join band/orchestra/chorus. The student must complete this form and speak with both the ELT teacher and the music teacher and have parent permission. This is necessary, as sometimes students will not have the skills necessary to join a music program during the middle of the year. Additionally, some students need to partake in academic interventions, so the ELT teacher has the authority to determine if a change in placement is appropriate.

STEP 2: If both teachers approve the change, the student needs to submit the form to the middle school office. A schedule change will occur within a few days of submission.