**Dundee Middle School**

ADD/DROP Request Form

***This form must be used if a 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’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Team:** \_\_\_\_\_\_

**Reason for Add/Drop Request:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Parent Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Core Teacher Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Music Teacher Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR STUDENTS WISHING TO DROP BAND/ORCHESTRA/CHORUS TO TAKE ELT:**

**STEP 1:** A student may change their music courses without a meeting within the first **ten (10)** school attendance days of the first semester. The add/drop form will need to be completed by the student along with the parent/guardian and submitted to the music teacher. After the **tenth (10th)** day of the school year, the music department will require the add/drop form to be completed and submitted to the music teacher. Once the music teacher receives the add/drop form, a team consisting of one or more core teachers and the music teacher will meet to discuss the request.

**STEP 2:** If the team determines that a change in the Music/ELT schedule is a possibility, the student along with his/her parent(s) must meet with the team to discuss the current concerns. The meeting with serve as away to find possible solution, but does not mean that the student’s schedule will be changed.

**STEP 3:** If, after meeting with the team, it is in the best interest of the student, the student will be granted a schedule change. The change will occur within two days of submission. If this occurs after the midterm grading period, the student will receive a grade in the course for that quarter.

*Please contact your child’s music teacher with any questions:*

Mrs. Kathy Way [Kathleen.Way@d300.org](mailto:Kathleen.Way@d300.org) Mrs. Mona Roy [Mona.Roy@d300.org](mailto:Mona.Roy@d300.org)

Ms. Anna Von Ohlen [Ann.vonohlen@d300.org](mailto:Ann.vonohlen@d300.org) Mr. Matthew Bishop [Matthew.Bishop@d300.org](mailto:Matthew.Bishop@d300.org)