

# Pinellas County School Dual Enrollment Withdrawal Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

High School: \_\_\_\_\_ Counselor: \_\_\_\_\_

PCS ID# \_\_\_\_\_

SPC ID#: \_\_\_\_\_

## **Course to withdraw from:**

Prefix: \_\_\_\_\_ Course Number: \_\_\_\_\_ Class Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course is currently scheduled at:

\_\_\_\_\_ High School \_\_\_\_\_ SPC Campus

**Reason for Withdrawal:** \_\_\_\_\_

Parent and student to initial next to each statement to acknowledge your understanding and sign the bottom of the form.

Parent      Student

\_\_\_\_\_      \_\_\_\_\_ I understand that this withdrawal will result in a grade of "W" on my permanent college and high school transcript.

\_\_\_\_\_      \_\_\_\_\_ I understand that a grade of "W" could result in other college repercussions, such as third attempt policy and/or financial aid standing once I graduate high school.

\_\_\_\_\_      \_\_\_\_\_ I understand as a high school student I will not be eligible to take a dual enrollment course at SPC for a full academic year.

\_\_\_\_\_      \_\_\_\_\_ I understand all textbooks issued for this course must be returned to the \*ECP classroom at SPC campus and Rentals to an SPC Campus bookstore and I must reimburse PCS for cost of non-transferrable items provided such as access codes and digital textbooks.

*\* High School Instructor if DE course is @ High School campus.*

***I have carefully reviewed this information and been given an opportunity to ask questions to clarify anything I did not initially understand.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Counselor:** Scan requests submitted after Q1 or Q3, to Director of Advanced Studies for permission to withdraw student. Prior to Q1 or Q3: please scan completed form to include signatures, to respective SPC team to withdraw on the SPC side and copy Sr DMT in Advanced Studies to withdraw from SPC course on PCS side who will then advise of any textbook obligations; retain copy for your record should student request DE course within the next year. Please adjust students schedule to ensure he/she has a full schedule of classes.