

INSTRUCTOR'S DROP FORM -- to be completed and signed by the instructor

Student Information:

Entire Student AHC Number:	Last Name	First Name	MI
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Course Reference Number-CRN (mandatory)	Course Title (mandatory)	today's date

Instructor's Signature: (mandatory)

Reason for dropping the student (please check one box):

- No show (never attended the course)
- Non-attendance (stopped participating in the course)
Include the date the student last attended the course (mandatory): _____

Instructions for dropping a student from a class:

1. Enter **ALL** requested student information – *incomplete forms will be returned to you unprocessed.*
2. Sign, date, and return this form to Community Education in Building S, Santa Maria campus, by the drop deadline. Please verify the drop deadline via your class roster.
3. List only **one** student and **one** course per form.
4. Line through the student's name on your class roster; indicate the date of withdrawal on the class roster.

For students who stopped attending: Please make sure that the student's attendance hours have been entered via the Weekly Positive Attendance Reporting (WPAR) prior to submission of the instructor's drop form. Positive attendance (PA) hours entered up to the drop date will remain in the system. However, instructors won't be able to enter any more PA hours for the student once the student is dropped.

For instructors using the regular "Final Grades" link (TBA lab classes), the PA hours accumulated up to the drop date will be lost.

Under Title 5 §55024 and §58004, instructors shall clear their class rosters of inactive students: students identified as "no show" and students no longer participating in the class (students with excessive unexcused absences related to nonattendance).