



This form is used to provide a pre-census drop date or no-show after the regular attendance reporting period has closed. Title 5 section 58004 requires the district to clear the rolls of inactive enrollment as of each census day or date. **Do not use prior to the 75% point of the course. Prior to the 75% point, please report the drop or no-show on your WebAdvisor Drop roster with an accurate last date of attendance.**

PART 1 - TO BE COMPLETED BY STUDENT or INSTRUCTOR:

(Student Name) _____ requests to be dropped from the following course due to the fact that they stopped attending prior to the end of the second week (or 20% point for short term courses). I understand that the drop date provided by my instructor below will determine whether this petition is approved.

Control Number	Course	Semester	Instructor

Student Signature: _____

Date: _____

PART 2 - TO BE COMPLETED BY INSTRUCTOR:

My signature verifies that student stopped participating in the class prior to census and that the instructor did not report in a timely manner and/or inaccurately reported that the student was no longer actively participating in the course. Additionally, the instructor authorizes the **correction and/or removal of any grade** erroneously issued based on the fact that the student should have been removed from the course prior to census.

I certify that the student's last date of attendance was:

Instructor signature*: _____

Date: _____

If designee signing, please explain: _____

*If instructor is no longer employed by district student should contact the department chair.

This form must be returned to A&R by the instructor or department chair. Forms returned by students will not be processed.

ADMISSIONS & RECORDS OFFICE USE ONLY:	
Processed by: _____	Dropped: _____
Notified Student: _____	Date: _____