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.

<table>
<thead>
<tr>
<th>Control Number</th>
<th>Course</th>
<th>Semester</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: ____________

Admissions and Records AR10-720  530.895.2361 Phone
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