



# CHALLENGE

## EARLY COLLEGE HIGH SCHOOL



Mr. Jose Santos, Principal

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## Campus Withdrawal Process from Dual Credit Program

Dear Parent/Student,

You are in the process of withdrawing from Challenge Early College High School and dual credit courses from Houston Community College. Withdrawing from a college class after the withdrawal deadline can affect student's academic record and can impact student's college GPA.

**Please read the withdrawal steps below, sign, and date this document.**

**STEP 1:** Complete the HISD Official Withdrawal paperwork and submit to the campus Student Information Representative.

**STEP 2:** Open your HCC account and drop all HCC classes that you are currently enrolled into for the withdrawal semester.

**STEP 3:** Print two copies of the HCC class enrollment page, reflecting the class withdrawals.

**STEP 4:** Please maintain a copy for your records and submit the second copy to the campus Student Information Representative.

**STEP 5:** Complete all information below, sign and date this document.

**STEP 6:** Parent must also sign this document.

Student Name:	
HISD ID #:	
HCC ID #:	
Date of Birth:	
Date of Withdrawal:	

\_\_\_\_\_  
Student's Name / Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name / Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Administrator's Name / Signature

\_\_\_\_\_  
Date