



Admissions and Records Office

OFFICE USE ONLY
Received by _____
Date _____

PETITION TO LATE ADD

THIS SECTION TO BE COMPLETED BY STUDENT

Last Name _____ First Name _____ MI _____

Student ID # _____

Address _____

Phone # _____ Email _____

I understand I am responsible for maintaining current information with the Admissions & Records Office regarding my educational goals each term. I agree to update my personal information if it is not currently on file.

Student's Signature

Date

- Submit this form to be completed and signed by your instructor
- Your instructor will forward your petition to the Division Dean for approval
- You are responsible to verify the status of your Petition to LATE ADD
- You must make all payments. If you have any questions contact, Cañada's Business Office (650) 306-3270
- If your petition is denied by the Division Dean you will be contacted by your instructor

INSTRUCTOR USE ONLY

The student named above has been in attendance since _____ in my class:
(date)

Course Ref. # _____ Subject-Number-Section _____, for the _____
(Example: 81252) (Example: HIST 101 AA)

Term, 20____, for _____ units but his/her name does not appear on the official class roster.

Explanation: _____

Instructor's Name (Print)

Instructor's Signature

Date

DIVISION DEAN USE ONLY

Approved Denied

Comments: _____

Dean's Signature _____

Date: _____

ADMISSIONS & RECORDS

Processed by: _____

Student Notified: _____

Comments: _____