



Dear Parent/Guardian,

Attached to this email are instructions on how to view your child(ren)'s course requests for next year. This is a list of courses your student has requested, and is **NOT** your student's timetable for next year. Course offerings are subject to change based on enrolment and students may not receive all requested courses due to scheduling conflicts. The timetable is built in the spring based on student course requests made now. Course changes will likely not be possible in September so please review requests carefully.

If any changes need to be made to course requests please contact your student's counsellor directly by Friday, April 14th.

- Current Gr. 8s – Ms. Peers [jpeers@sd44.ca](mailto:jpeers@sd44.ca)
- Current Gr. 9s – Ms. Malone [emalone@sd44.ca](mailto:emalone@sd44.ca)
- Current Gr. 10s – Ms. Dashkevich [vdashkevich@sd44.ca](mailto:vdashkevich@sd44.ca)
- Current Gr. 11s – Ms. White [swhite@sd44.ca](mailto:swhite@sd44.ca)

It is very important that students going into grades 11 and 12 review entrance requirements for postsecondary programs NOW so they are making informed decisions about their requested courses. Students should login to the [Student Transcripts site](#) to review their transcript and graduation requirements (URL also indicated below).

Students who have applied for an Academy or senior students who have requested a study block will have their course requests adjusted at a later date if they are accepted. Students requesting Peak Performance are required to submit an application to their counsellor each year. PEAK blocks are assigned once an application has been received and approved.

We ask for your support in reviewing the course requests carefully with your child so we can build a timetable to meet students' needs. If you have any questions, please contact the appropriate counsellor.

Kind regards,

Argyle Administration

Ministry Transcript Service

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>

# MyEducation BC – Checking and verifying your student’s course requests

All students currently in grades 8 – 11 will be directly entering their courses into MyEd. All our students now have access to MyEducation to see their report cards, check attendance and verify their courses. As a parent, you will be able to see the course selections that your student has made.

**Please review your student’s course requests;** if any changes need to be made please contact your student’s counsellor directly.

## How to review your student’s course requests

1. Navigate to: <https://myeducation.gov.bc.ca/aspen/logon.do>
2. Enter your username and password
  - a. *If you have forgotten your password or disabled your account, click on “I forgot my password” to receive a one-time-use temporary password. You will need to enter your username and primary email plus the response to your security question. The temporary password will be sent to your primary email*
  - b. *Retrieve and enter the temporary password and then create a new password by following the parameters on the screen*
3. Once in MyEd, click on the “**Family**” top tab. If you have multiple children in the school, click on the blue hyperlink for a particular student
4. Click on the “**Schedule**” side tab and then the “**Requests**” sub-side-tab
  - a. You will now see the course requests for the selected student
  - b. To see a different student, click on the blue “**Student**” link in the upper left of the screen

*NOTE: ministry course names sometimes differ from our local course names although the course code is the same (ie. Course Code = FSCF-10, Local name = Science Naturelle, Ministry name = Sciences)*

Once checked, remember to Log Off (Upper right corner)

\*You can also check your student’s report card by clicking on the “**Pages**” tab along the top ribbon of the page and clicking on the PDF’s in the “*Published Reports*” widget (upper right side of page).

