

# Argyle Secondary School Course Change Request Form

*Students must follow their timetable until they have received a new schedule.  
Any students NOT attending will be considered truant.*

**\*\*Students should not expect to make changes after September 23rd, 2016 \*\***

Student Name \_\_\_\_\_ Student # \_\_\_\_\_ Date \_\_\_\_\_  
Grade \_\_\_\_\_ Phone # \_\_\_\_\_ email \_\_\_\_\_

**The following rules apply:**

- **No request for teacher changes**
- **No section/period changes (other than for purpose of balancing schedule)**
- **No course changes unless:**

1. Timetable does not meet graduation and/or post-secondary requirements
2. Course completed outside of school (attach proof)
3. Request to change course(s). Please list more than one alternative for the course you are requesting to change. Please note, any course change requests made may result in other unavoidable changes to your timetable.
  - a. I request to drop \_\_\_\_\_ and add \_\_\_\_\_
    - i. or \_\_\_\_\_
    - ii. or \_\_\_\_\_
  - b. I request to drop \_\_\_\_\_ and add \_\_\_\_\_
    - i. or \_\_\_\_\_
    - ii. or \_\_\_\_\_

Reason for Change: \_\_\_\_\_

**COUNSELLOR**

Adding/Dropping this course will leave the student with \_\_\_\_ courses and \_\_\_\_\_ credits. Does this affect the following?

	Yes/No	Explanation
Graduation?	_____	_____
Post-Secondary Plans?	_____	_____
Honour Roll	_____	_____

\_\_\_\_\_ *Counsellor's Signature*

**PARENT/GUARDIAN**

I have read my son's/daughter's reason(s) for adding/dropping the above course as well as the Counsellor's remarks. I support the request for my son/daughter to add/drop this course.

**\*Parent Signature:** \_\_\_\_\_ **Parent Email:** \_\_\_\_\_

**\*Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TEACHER**

Textbooks returned Yes  No  Teacher's initials \_\_\_\_\_