



# STUDENT REQUEST FOR COURSE CHANGE



Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Check if you are an International Student

To **request** a timetable change, please complete **ALL** of the information below. Please note that requests may or may not be possible. Please do not assume that the change is official until you hear from the counsellor. **Counsellors will locate students in current classes** when they are attempting to make a change – please **attend all currently scheduled classes**.

**Course changes are only considered in one of the following circumstances and in the following order of priority. Please check which reason(s) apply:**

- Timetable is incomplete.
- Course has been completed outside of school (*attach proof of completion or enrollment in course*)
- Student in course without pre-requisite course. (e.g.: in Math 11 without having completed Math 10)
- Student with incorrect course sequence. (e.g.: English 11 in semester 1, and English 10 in semester 2)
- Timetable does not meet graduation and/or post-secondary requirements.
- Student's needs have changed since submission of Request form (*limited to what school is able to offer*)

Please **explain reasons** for this course change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To request a timetable change, please list at least two alternatives for the course you are requesting to change. If you are requesting more than 1 course change please list them in order of priority.

Course(s) to be dropped: \_\_\_\_\_ Course(s) to be added: \_\_\_\_\_  
\_\_\_\_\_

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

Student e-mail: \_\_\_\_\_ Student Phone: \_\_\_\_\_

### **Parent / Guardian(s)**

I have read my son's/daughter's reason(s) for requesting to change the above course and I agree to give permission to the school to consider this requested change. Gr. 11 & 12s: My son/daughter and I have checked Post-Secondary Requirements of the Institution he/she wishes to attend.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parent e-mail: \_\_\_\_\_ Parent Phone: \_\_\_\_\_

### ***Students please note the following important information related to requesting a change:***

- Ensure ALL above sections of this form are complete prior to returning to your grade counselor.
- Please do not line up outside counselling. Students must continue to attend all classes in their current timetable until they have received a new schedule from their counselor.
- Be aware, other courses may need to change in order to make requested changes.
- Please note: as per District Policy, students must be enrolled in a minimum number of courses to be eligible for school scholarships and student recognition.
- Please ensure all textbooks and resources are returned to teachers once the change is official.
- Deadline for requests for Semester 2 course changes is Thursday, January 19th, 2023**

***This side is for Office use (students do not need to do this side.)***

**COUNSELLOR**

Notes:

- Change does not create a new class size or composition overage
- Discussion with grade administrator

Change **Recommended** or **NOT Recommended**

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

Date: \_\_\_\_\_

**GRADE ADMINISTRATOR**

- Student meeting requested
- Parent/Guardian meeting requested

Notes:

Change **Recommended** or **NOT Recommended**

**Grade Administrator Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**LOGISTICS**

MYED - Course added: \_\_\_\_\_ MYED: Course removed: \_\_\_\_\_

- Student has returned all textbooks and resources **Teacher's signature** \_\_\_\_\_
- Office informed of change to check KEV/fee implications **Signature** \_\_\_\_\_
- Records Clerk informed (if necessary)
- Change Posted in MyEd and Student advised change complete: Date \_\_\_\_\_