



January 13, 2026

Dear Windsor Parents/Guardians,

Re: 2026-2027 Course Programming Process and Parent Information Evenings

Please accept this invitation to Windsor Secondary's upcoming Course Programming and Parent Information Meeting:

Thursday, January 22nd at 6:30pm

Parents of current Grade 8 students - Library

Parents of current Grade 9, 10, and 11 students – Multi-Purpose Room (Cafeteria)

The purpose of these meetings is to review the process for students to select courses for the 2026-2027 school year and to provide an overview of factors to consider when assisting your student(s) with their course selection decisions. The course programming process is multi-faceted and requires careful consideration and planning. After our counsellors have provided initial information to parents and students, we request that you continue to discuss various course options with your student(s).

We encourage students to thoughtfully consider their strengths and interests, talk to Windsor teachers about their course offerings or consult the course outlines available on the Windsor school website, investigate post-secondary institutions for admission requirements, and pose any questions to their Windsor grade counsellors.

Course Programming Timeline:

Part 1: Student Course Programming Information Assemblies

These assemblies will occur on Tuesday, January 20th and Wednesday, January 21st during the school day. Students will receive their course request sheets after their assembly.

Part 2: Parent Information Evening for Course Programming – Thursday, January 22nd

Part 3: Windsor Counsellors visit classes to answer student questions.

Part 4: Student Course Request Entry and Form Submission

- Students currently in grades 9-11 enter Course Requests directly into their MyEducation BC accounts. **The course requests are DUE Friday, February 27th.**
- Grade 8 students enter Course Requests directly into MyEducation BC supported by our counselling team here at Windsor
- All paper Course request Forms Due to Grade Counsellor by February 27th
- Grade 9-11 Course Request entry support in Library Lab from 10:00-12:00 February 27th
- Course verification forms sent home via email to families on April 2nd



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As we begin to receive student course requests and build our timetable for next year, there are two main factors that affect a student's schedule:

- Students may not get all requested courses due to scheduling conflicts
- Courses offered are subject to change based on enrolment

Therefore, please be sure to have your student(s) include alternate course choices on their Course Request sheets. It is also important to emphasize that September course changes may not be possible, as the 2026-2027 timetable will be built on the requests provided by students this spring. As such, it is essential that we engage in comprehensive and accurate course planning.

The Windsor Course Programming Guide and other resources are available on the school website at the following link: [Windsor Course Programming](#)

The key point of contact for parents and students during the course programming process is your student(s)' grade counsellor, who can be contacted via phone or e-mail.

- Current Grade 8 & 9 Megan Brady mbrady@sd44.ca
- Current Grade 10 Sue Maquignaz smaquignaz@sd44.ca
- Current Grade 11 & International Nancy So mso@sd44.ca

Questions regarding current Grade 7s can be directed to Chris Barnes chrisbarnes@sd44.ca who will be our Grade 8 counsellor next year. We look forward to working with you and your student(s) to plan for a successful 2026-2027 school year.

Sincerely,

The Windsor Administration Team