



January 9, 2024

Dear Windsor Parents/Guardians,

Re: Course Programming Process and Parent Information Evenings

We would like to invite you to our upcoming Course Programming Parent Information Meetings. All meetings will be held in the Windsor Cafeteria.

Wednesday, January 24th at 7:00pm (for current Grade 8 – 11 students)
Tuesday, January 30th at 7:00pm with optional school tour at 6:30pm (for current Grade 7 students)

The purpose of these meetings is to review the process for students to select courses for the 2024-2025 school year and to provide an overview to parents on factors to consider when you are 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, consider student strengths and interests, talk to Windsor teachers about their course offerings (content, topics, rigor, etc.), contact post-secondary intuitions for admission requirements if necessary, and ask clarifying questions of school counsellors.

Course Programming Timeline:

Part 1: Student Course Programming Information Meetings (for students)

- Current Grade 11 students 8:30am Tues, January 16th in the Multipurpose Room
- Current Grade 10 students 8:30am Wed, January 17th in the Multipurpose Room
- Current Grade 9 students 8:30am Thurs, January 18th in the Multipurpose Room
- Current Grade 8 students 8:30am Friday, January 19th in the Multipurpose Room

Part 2: Windsor Counsellors will visit classes and distribute course request forms

- February 5th – 23rd 2024

Part 3: Parent Information Evenings for Course Programming

- Wednesday, January 24th at 7:00pm (for parents of current Grade 8 – 11 students)
- Tuesday, January 30th at 7:00pm with optional school tour at 6:30pm (for parents of current Grade 7 students)

Part 4: Course Request Forms used for Course Selection

- Students will use their completed Course Selection Forms to upload their requests March 5th – 7th in Windsor Computer Labs during tutorial time



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:

- The courses that will be offered next year are subject to change based on enrolment
- Students may not be able to receive all requested courses due to scheduling conflicts

Therefore, please be sure to have your student(s) include alternate course choices on their course programming sheet. It is also important to emphasize that course changes will most likely not be possible in September 2024 so it is essential that we engage in comprehensive and accurate course planning. Next year's timetable will be built on the requests provided this spring.

The Windsor Course Programming Guide and other resources will also be 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.

Grade 8	Sue Maquignaz	smaquignaz@sd44.ca
Grade 9 & International	Mancy So	mso@sd44.ca
Grade 10 and Choices	David Lavallee	dlavallee@sd44.ca
Grade 11 (last names A-R)	Sue Maquignaz	smaquignaz@sd44.ca
Grade 11 (last names S-Z)	Steve Martin	smartin@sd44.ca

We look forward to working with you and your student(s) to plan for a successful 2024-2025 school year.

Sincerely,

John McGowan
Principal

Caren Hall
Vice-Principal

Kelly Curry
Vice-Principal