

# ARGYLE MID-YEAR STUDENT REQUEST FOR COURSE CHANGE



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

**Course changes are only considered in one of the following circumstances:**

- 1. Timetable does not meet graduation and/or post-secondary requirements.**
- 2. Student's needs have changed since start of the year** (*limited to what school is able to offer*)

To request a timetable change, please complete ALL of the information below:

Course to be dropped: \_\_\_\_\_

Course to be added:  Other course: \_\_\_\_\_ or \_\_\_\_\_  
 NVOL Course : \_\_\_\_\_  
 Study Block: \_\_\_\_\_

Please explain **WHY** you wish to make this course change \_\_\_\_\_

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

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

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

I have read my student's reason(s) for adding/dropping the above course and I agree to this change.

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

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

***Students please note the following important information related to changing a course:***

- Complete the above sections of this form and then return to your grade counsellor.
- Students must follow their current timetable until they have received a new schedule from their counsellor.
- Please note: As per District Policy, students must be enrolled in a minimum number of courses to be eligible for school scholarships.

**OFFICE USE ONLY**

**COUNSELLOR**

Does this change affect any of the following?

|                      | <u>Yes/No</u> | <u>Explanation</u> |
|----------------------|---------------|--------------------|
| Graduation           | _____         | _____              |
| Post-Secondary Plans | _____         | _____              |
| Scholarships         | _____         | _____              |
| Other Notes          | _____         | _____              |

- Student (& counsellor) discussion with teacher about rationale behind dropping course
- Discussion with student
- Consent of parent/guardian
- Discussion with grade administrator

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

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

**GRADE ADMINISTRATOR**

Course Change:

- Approved
- Student meeting requested
- Parent meeting requested
- Not approved

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

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

**COUNSELLOR**

Course added: \_\_\_\_\_ Course removed: \_\_\_\_\_

- Student has returned all textbooks and resources **Teacher's signature** \_\_\_\_\_
- Change completed: Date \_\_\_\_\_

**If study block is granted, review the following with students:**

1. During your study period you are expected to be:
  - a. In the school multi-purpose or student commons area studying.
  - b. In the Library working (must sign in at front desk).
  - c. In a classroom with a teacher's permission.
  - d. In the event of an emergency and you are in the building (evacuation, fire, etc.) you must check in with Ms.Black (Teacher Librarian) for attendance.
  - e. Under parents/guardian supervision or responsibility if off campus.
  
2. The Study Period does not earn course credits. By dropping a course you will lose 4 credits towards graduation and your decision may impact your post-secondary choices. It is your responsibility to determine how a study block will affect your graduation status and post-secondary choices.