



Grade 9-12 Course Change Request

2016-17

Please read in full before submitting a request for a change to your timetable.

Our priority is to have students in a complete timetable (8 courses) and to have students in all their required courses and elective choices.

Our timetable was built upon the requests (and course verification changes) we received. The majority of our courses are at class size limit at this time. Some students will be disappointed that they did not receive every course they requested. Often when a student has singleton classes, or courses in a special program, it reduces the flexibility of a student's schedule.

IF YOU WISH TO MAKE A CHANGE TO YOUR SCHEDULE, PLEASE BE AWARE OF THE FOLLOWING:

- We only keep a waitlist for first three weeks of school for those courses required for post-secondary entrance.
- Requests for changes to elective courses must be received by Friday, September 16. No late forms will be received this year. Counsellors will work to accommodate your request up until September 23th.

Course change requests will be reviewed in this order:

Priority #1: **Incomplete schedule** – students who do not have a total of 8 courses (one in each block)

Priority #2: **Incorrect course** – students who have do not have (or who have met) the prerequisite for a course – e.g. completed Social Studies at Summer Session). *This does not include 'I changed my mind and don't want this class any more.*

Priority #3 **Request for different course**

- We have found that students should consider waiting to hand in their Priority 3 changes until **after** they have been to all of their classes for the first two days. Once we have moved a student out of a class we are rarely able to reconstruct the schedule back into those classes.
- Counsellors will be in touch with students through email if additional information is required.

Continue to follow the courses on your schedule until you have received A NEW SCHEDULE with a counsellor's signature and the date on the bottom.

- Homeroom teachers will have new schedules to distribute up until September 9th.
- Starting Monday, September 12th, new schedules will be available for pick-up at the office first thing in the morning or at lunch time or given to you directly when you meet with a counsellor.

Office use only

Date received: _____
 Number: _____
 Priority: 1 2 3
 Gr. 9 – Gambrel _____
 A-G – Kifiak _____
 H-N – Seymour _____
 O-Z – Docherty _____
 ISP – McGivern _____



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Please read instructions on reverse side before completing this form.

Last Name: _____ First Name _____

Date: _____ WGSS Student # _____ Current Grade: _____

Home # _____ Student Cell # _____

*Parent email (please print clearly): _____ ISP/ELL Student

*Student email (please print clearly): _____

** It is very important that we are able to read your e-mail address in order to communicate with you about your course change*

BEFORE SUBMITTING A REQUEST PLEASE READ THE **REVERSE** SIDE OF THIS SHEET

Have you checked the on-line list of full and cancelled classes? View them at: <http://www.wgss.ca>

Course change requests will be reviewed in this order:

Priority #1: Incomplete schedule – students who do not have a total of 8 courses (one in each block)

Priority #2: Incorrect course – students who have do not have (or who have met) the prerequisite for a course – e.g. completed Social Studies at Summer Session) ***This does not include 'I changed my mind and don't want this class anymore.'***

Priority #3 Request for different course

My request is priority: 1 2 3

Reason for change? (This part must be included for Priority 3 requests) _____

Are you willing to have your entire timetable changed to accommodate this request: YES NO

Study Block or Student Aide REQUESTS must attach the appropriate FORM signed by parent Form Attached: _____

Requested Change

FROM	TO	
Subject	Subject <i>(List more than one alternative if you are requesting an elective change)</i>	√

Student Signature

Parent Signature* (Required for Language /Math changes)

ISP / Resource Teacher

Counsellor Signature