



Grade 9-11 Course Change Request

2019-2020

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

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. Please be aware that when a student has singleton classes, or courses in a special program, it reduces the flexibility of a student's timetable.

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

- We only keep a waitlist for the first three weeks of school for those courses required for post-secondary entrance.
- Requests for changes to elective courses must be received by Wednesday, September 11. No late forms will be received this year. Counsellors will work to accommodate your request up until September 18.

Course change requests will be reviewed in this order:

Aug 27 –Sept 5	Priority #1:	Incomplete timetable – Students who do not have a total of 8 courses (one in each block)
	Priority #2:	Incorrect course – Students who are in the wrong academic or required course (e.g. went to summer school and should be in Pre-Calculus 11)
Sept 6- Sept 11	Priority #3:	Require a different course – Course needed for post-secondary plans
	Priority #4	Request for different elective – Every effort has been made to give students the elective they requested. Singleton courses often means students have to make choices.

- 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 or cell phone if additional information is required.
- Students may review their timetable in MyEdBC. If additional changes are made by the counsellors, students will be informed.
- You are welcome to log in to MyEd each evening to see if your timetable has been changed.

Office use only

Date received: _____
 Number: _____
 Priority: 1 2 3 4

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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 Cell # _____

*Student Email: _____ *Parent email: _____

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

Are you an identified student: Yes / No:	ISP/ELL Student: Yes / No:
If yes, who is your case manager/resource teacher: _____	

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 timetable** – Students who do not have a total of 8 courses (one in each block)

Priority #2: **Incorrect course** – Students who are in the wrong academic or required course (e.g. went to summer school and should be in Pre-Calculus 11. *This does not include 'I changed my mind and don't want this class anymore.'*

Priority #3 **Require a different course** – Required for post-secondary plans

Priority #4 **Request for different elective** – Changed your mind from what you originally requested or based on what fit in your timetable. (This includes adding a Student Aide or Study Block with the appropriate form attached.)

Post-Secondary Plans: (including institution, program information and pre-requisite that you are needing:

Reason for requesting a change: _____ Priority: 1 2 3 4

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

Grade 11: Study Block/Student Aide Forms must have appropriate signatures of parent/teacher 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

ISP / Resource Teacher

Counsellor Signature

Last day to submit Course Change Form: September 11, 2019