

Dear Parent(s)/Guardian(s) and Students:

Please note some advanced WGSS start-up information below. Our welcome package will be sent out on Thursday, Aug. 29. We look forward to an amazing year with you.

Balan Moorthy
Principal

FIRST DAY OF SCHOOL – TUESDAY SEPTEMBER 3 **“BECOMING ONE OF US”**

Our tradition at WGSS is that the first day of school is only for Grade 8's and any other students **new** to the school in Grades 9 through 12. This gives our new Gators a chance to find out about the Gator Way and get to know the school before all of our other students arrive on Wednesday. Students should arrive at school between 8:10 am and 8:25 am. They will need to pick up a PINK copy of their timetable in the front foyer. Grade 8 students will then head to their homeroom, which is their 1-1 class on their schedule. New students in grades 9 to 12 will be assigned to a classroom for their morning orientation.

Grade 8's attend until 11:30 am

New Grade 9-12 students attend until around 10 am

All Students attend on Wednesday, Sept. 4 from 8:25am – 2:44pm

STUDENT TIMETABLES FOR 2019-20

We anticipate that students and their parents will be able to view student timetables starting **Friday, August 23 after 5pm** through *MyEdBC*. To login, please visit: <https://www.myeducation.gov.bc.ca/aspen/logon.do>

If you have problems with your login or password, visit the SD35 website for assistance: <https://www.sd35.bc.ca/students-parents/myedbc-family-portal-help/>

When students view their schedules on Friday, August 23 the following factors will have been taken into account:

- **Course Requests** received in February
- **Course Change Requests** received in May
- **Promotions** in June (e.g. if a student was unsuccessful in a core course, the student will repeat the required course to meet BC graduation requirements)
- **For Grade 11 & 12** – Student Aide and Leadership in Gator Pod added, where possible
- **Summer Session Course Change Requests** processed August 20-21 were based on information provided through the google form and changes were made where possible. NOTE: Some requests were not satisfied as we were at capacity since mid-June.
- **Class Size and Composition** requirements

WGSS is facing another large enrolment year. Families will be encouraged to check the list of FULL and CANCELLED classes on the WGSS website: [Please Click Here](#)

Similar to last year, students will not line-up for course changes. Instead, students in Grades 9-12 who would like a change, will download the Course Change forms located online (<http://wgss.ca/student-life/course-guide/>), which will be available on Monday, August 26, along with the up-dated list of FULL and CANCELLED classes. Students/parents of Grade 9-12 students will then come on **Tuesday, August 27 starting at 8:30 am until 10:30 am**. Counsellors will be available to answer questions. Students who are not available to come at this time, can drop off the form for Priority 1, 2 or 3 changes any day before school starts. Priority 4 requests cannot be handed in until Friday, September 6.

Forms will be processed in the following order:

- a) **Priority 1** – Incomplete timetables (all grades)
- b) **Priority 2** – Incorrect timetables (all grades)
- c) **Priority 3** – Required change for university/college admission
 - Grade 9-12 forms – will be accepted starting Tuesday, **August 27**
- d) **Priority 4** – Elective change request
 - Grade 8-12 forms – will be accepted starting Friday, **September 6**

Note: The Course Change Request form must be completed and handed in at the school. Course change requests cannot be made through phone messages or email. When received they will be numbered and date stamped. Students should not hand in more than one form.

- Counsellors will be booking appointments after September 13. Questions for counsellors can be written on the Course Change Request form. Forms will be processed in the order received.
- Requests for a different teacher cannot be accommodated due to high enrolment and class composition limitations.
- Students must follow all the courses on their timetable until they have received a revised timetable.
- **Identified Students MUST** indicate their case manager's name when they submit their form.

There will be no Course Change Request forms accepted after **Wednesday, September 11, 2019**.

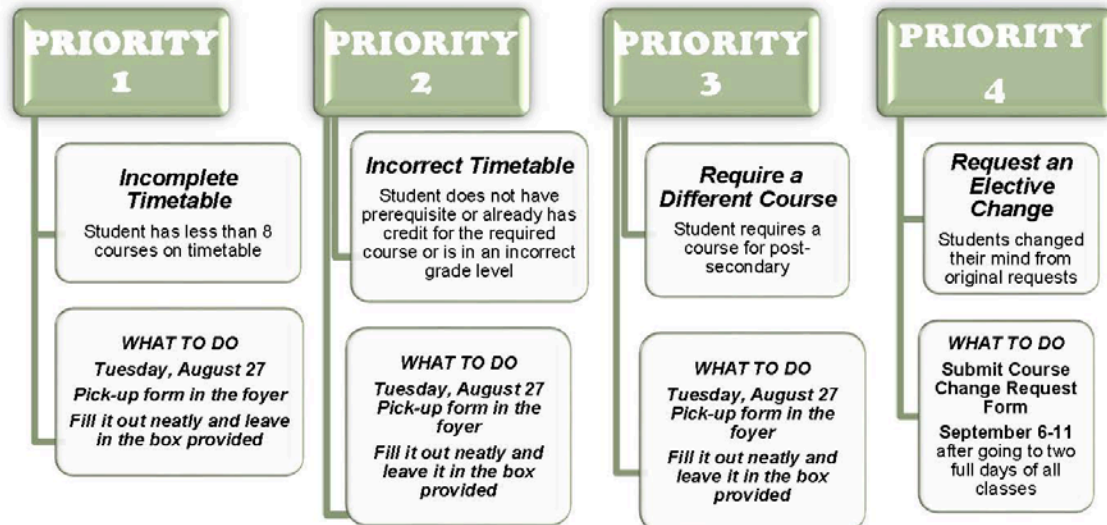
Reminder to all students and parents: It is the responsibility of students to ensure their course selection [meets all BC Graduation Requirements](#) as well as the entrance requirements to post-secondary programs or institutions. Helpful information related to Post-Secondary Planning is available: [WGSS Counselling and Careers Website](#)

WGSS COUNSELLING TEAM FOR 2019/20

Grade	Student Last Name	Counsellor	Email	Phone Extension
8	A-Z	Ms. A. Ruffo	aruffo@sd35.bc.ca	236
9-12	A-G	Ms. D. Kifiak	dkifiak@sd35.bc.ca	237
9-12	H-L	Ms. R. Twemlow + Mr. I. Adrian	rtwemlow@sd35.bc.ca iadrian@sd35.bc.ca	290 272
9-12	M-P	Ms. D. Seymour	dseymour@sd35.bc.ca	238
9-12	Q-Z	Ms. S. Docherty	sdocherty@sd35.bc.ca	235
Career Advisor:		Ms. Leyla Balouch	lbalouch@sd35.bc.ca	439

GRADE 9-12 COURSE CHANGE PROCEDURE

Dates	<ul style="list-style-type: none"> • Fri. Aug. 23 Timetables available to be viewed on MyEdBC List of full/cancelled classes can be viewed on WGSS website • Tues. Aug. 27 8:30-10:30 - Course Change Request Forms available at WGSS front foyer or on the website - Forms must be submitted in person (in front foyer) • Wed. Aug. 28 9:00 - 10:30 - Student Aide - clarification of scheduling issues see Ms. Kalynn • Aug 29-Sept. 6 Counsellors unavailable for appointments • Fri. Sept. 6 Submit Course Change Request Form for Priority 4 requests (boxes on counter at main office) • Wed. Sept. 11 Last day to hand-in Course Change Request Form • Wed. Sept. 26 Last day to change classes
Process	<ul style="list-style-type: none"> • Students will be able to view courses on-line through MyEdBC (see instruction sheet) • Students should check the list of full and cancelled courses before submitting a Course Change Request Form • All changes will be done through Course Change Forms -- not through emails, phone calls or line-ups • Priority 1 and 2 will be done first, followed by Priority 3 in the order they are received • Course Change Request Forms for Priority 4 (all grades) changes will be accepted starting Friday, September 6, after students have attended classes for two days of school • Waitlists are kept for the first three weeks of school for the courses required for post-secondary admissions
Who to see...	<ul style="list-style-type: none"> • Password Issues - www.sd35.bc.ca/students-parents/myedbc-family-portal-help • Student Aide - See Ms. KayInn in the Counselling Centre • Resource Block Questions - See Ms. Fraser (VP) or Mrs. O'Dell or Ms. Block (Resource Dept. Heads) • ISP/ELL - See Ms. McGivern (ISP/ELL Coordinator) • Need forms? - Study Block Form and Student Aide Form - available on website or from Counselling • Course Guide + Forms - Available on-line wgsscounselling.weebly.com/course-planning.html • Full/Cancelled List Courses - Available on WGSS Counselling Website



The last day to hand in a Course Change Request Form is Wednesday, September 11, 2019.
Students need to be attending the courses on their timetable until a change has been made.
Changes can be viewed through MyEdBC.