## REQUEST FOR CHANGE (S) TO STUDENT TIMETABLE





Studen	t Name: Student #	t: Date/Time Submitted:	
Parent/Guardian Signature:		Phone #:	
Email:_		_ Cell #:	
- - - - -	Instructions  Please check one of the following reasons: current timetable is missing a required core course(s) course required for graduation purposes this year course required as post-secondary prerequisite course must be repeated extraordinary circumstances described on the back page as student's rationale  Write your current schedule and your proposed schedule in the template provided below. Refer to the master schedules which are posted on the main hall boards and counseling waiting room to determine what changes may be possible.  Check the monitors and the message board in the front hall daily to see if you have information regarding your request to be picked up from the office.  Other students may be making similar requests for a course changes so a wait-list is maintained based on the date and time that a request is made.		
Semester 1			
Block	Current Schedule	Proposed Schedule	
1			
2			
3			
4			
		12	
51 1	Semes		
Block	Current Schedule	Proposed Schedule	
1			
2			
3			
4			
FOR SCHOOL USE ONLY    FOR SCHOOL USE ONLY    Change(s) made - new schedule prepared    Change(s) not possible because:    Admission Requirements checked  Signature of counsellor / administrator			

Students <u>without case managers</u> are required to use this form to request timetable changes after classes begin in each semester

- Students with case managers are required to use this form for all course changes
- SISP students are to regard Ms. Anderson or Mr. Choo as their case manager

Cou	rse:
Stud	lent's rationale for changing timetable:
1	
1	Student's signature Student's printed name
2	
	Current subject <b>teacher's</b> signature Teacher's printed name verifying that student has spoken with teacher about requested change
3. <u> </u>	ase manager's signature acknowledging Case manager's printed name
	onversation and approval of request to change (only some students have case managers)
4a	Parent's / Guardian's signature Parent's / Guardian's printed name
	acknowledging consent of student's request to change timetable.
or	
4b	Parent's / Guardian's signature Parent/Guardian's printed name
	Parent's / Guardian's signature Parent/Guardian's printed name declining consent for student to change timetable.
5	Library & texthook staff acknowledging return of textbooks and other resources