

COURSE CHANGE

PROCESS & DETAILS for SEPTEMBER

Dear parents, guardians, and students,

Timetables for the upcoming school year will be available to all students in our school district through MyClass on **FRIDAY, September 3rd at 3:00PM**.

Please find below the criteria for and details on how to pursue an adjustment to a schedule:

If you see an error in the timetable or see challenges that will impact graduation:

- (1.) Students can **pick up a course change form from their Block A teacher** beginning on **September 13th** to be filled out at home and signed by the parent/guardian consenting to the request.
- (2.) Please note that only completed requests (parent/guardian signature and clarification for the reason for the request) will be reviewed.
- (3.) Please be aware that **adjustments to schedules will be considered to support specific student safety needs** (for example, as outlined in an IEP, **incomplete schedules or challenges that will impact graduation**).
- (4.) Parents of students who have support teachers should contact those teachers with their questions directly.
- (5.) **If an adjustment to the schedule was possible you will be contacted.**
- (6.) Requests can be submitted **to the OFFICE** at the end of the school day until **Friday, September 25^h** for consideration. There is a drop off bin at the front desk. Please note that **emailed requests for changes will not be processed**.
- (7.) It is important that **course change requests are considered carefully in the month of September**, as changes requested after September 25th will be reviewed only in the case of exceptional circumstances.
- (8.) **Grade counsellors are noted below for your reference:**

Grade contacts for academic scheduling:

Grade 12: **Ms. Griffin**

penny_griffin@sd42.ca

Grade 8 & 10: **Ms. McLaughlin**

alisha_mclaughlin@sd42.ca

Grade 9 & 11: **Mr. Edwards**

simon_edwards@sd42.ca