

**RETURN FORM TO THE CAREER CENTRE**

|                        |                |                |              |
|------------------------|----------------|----------------|--------------|
| <b>Office Use Only</b> | Date Received: | Time Received: | Received by: |
|------------------------|----------------|----------------|--------------|

**COURSE CHANGE "REQUEST"**

(Does not guarantee requested changes can be accommodated)

Please read the information on this form carefully and submit only one form.

| Student Information (Please print legibly) |             |  |
|--|-------------|--|
| Last Name:                                 | First Name: | Going into Grade:                      |
| Cell #:                                    | Email:      | IEP (Circle one): <b>Yes</b> <b>No</b> |

| ADD to schedule                       |          |  |        |
|---------------------------------------|----------|--|--------|
| Reason for request                    |          |  |        |
| 1. Course required for graduation     |          | 5. Interest in course/Course fills timetable |        |
| 2. Course required for career program |          | 6. Attempt to balance academic load          |        |
| 3. Course required for post secondary |          | 7. Other: _____                              |        |
| 4. Need to re-take course             |          |  |        |
| Reason # (see list above)             | Semester | Block  | Course |
|                                       |          |  |        |
|                                       |          |  |        |
|                                       |          |  |        |

| DROP from schedule                                      |          |                 |        |
|---|----------|-----------------|--------|
| Reason for request                                      |          |                 |        |
| 1. Course already completed    When? _____ Where? _____ |          |                 |        |
| 2. Need to fit another course into timetable            |          |                 |        |
| 3. Do not have pre-requisite for scheduled course       |          |                 |        |
| 4. Student is no longer interested in the course        |          | 5. Other: _____ |        |
| Reason # (see list above)                               | Semester | Block           | Course |
|   |          |                 |        |
|   |          |                 |        |
|   |          |                 |        |

| Parent/Guardian Information<br>(submitting this form does not guarantee change(s) can be accommodated) |             |
|--|-------------|
| Last Name:   | First Name: |
| Cell #:  | Email:      |
| Signature:   | Date:       |

I am aware that in making change requests, other changes in the student's timetable may need to be made.

## Priority System

The following priority system is in place for loading students into classes (from high to low):

- Grade 12's who require course for graduation;
- Students who require a course for entry into a "program";
- Students who were not able to enrol in a "core" course the previous year;
- Grade appropriate first time enrollees;
- New school enrollees who require courses based on graduation program requirements;
- Courses being repeated to meet graduation requirements;
- Lower grade first time enrollees.

Please write additional information below. You may also use the chart if you find it helpful.

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| SEMESTER 1 | SEMESTER 2 |
|------------|------------|
| BLOCK 1    | BLOCK 1    |
| BLOCK 2    | BLOCK 2    |
| BLOCK 3    | BLOCK 3    |
| BLOCK 4    | BLOCK 4    |

## Office Use Only

|   |   |
|---|---|
| <b>Actions Taken</b>                                    |   |
| <b>If no parent/guardian signature</b>                  | Name of Parent/Guardian contacted by phone: |
| <b>Reason Course Change Request could not be filled</b> |   |
| <b>Course Change Request Resolved</b>                   |   |

Counsellor Signature: \_\_\_\_\_ Date: \_\_\_\_\_