



Timetable Change Request Form

Note: ! Students will not be allowed to change their timetable and enter a 'new' class until the change has been approved by a parent/guardian. Teachers will not admit to class 'new' students without Student Services documentation.
! Course changes shall be initiated for legitimate academic reasons only.
! Some courses may be oversubscribed and 'closed'.
! * 'Full Disclosure' - Courses may be 'dropped' without the mark and course appearing on the student's transcript if the 'drop' occurs no later than five school days after the distribution of the mid term report cards.

Student's Full Name: _____

has my permission to revise his/her timetable in the following manner:

Drop the following course(s) * Please note: Parent/Guardian must indicate the course(s) to be changed ie.

Academic English or **Construction**:

Add the following course(s) *Please note: Parent/Guardian is asked to list the possible courses the student may choose ie. **Applied English** or **Physical Education**. It is not always possible to change into the courses requested.

The student may need to choose other electives to allow the timetable to be scheduled. Counsellors will communicate with the parents in this case.

Parent/Guardian Comment _____

Student's Signature

Parent/Guardian's Signature

Date

Counsellor's Signature

Date

Complete the following additional information if you have already received a textbook.

Textbook Returned _____ Course _____ Period _____

Counsellor's Signature: _____

Administrative permission must be given for students wishing to pursue a part-time schedule.