



NAME: (print) _____ COUNSELLOR: _____

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.

Course changes shall be initiated for legitimate academic reasons only.
Some courses may be oversubscribed and 'closed'.

Course changes, where possible, may be initiated for the first five days of the semester.
Course type changes, where possible, (i.e. moving from a university bound to a college bound class within the same period) may be initiated until the end of term (subject to class size and availability).

'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 card.

Reasons to Request a Course Change

[Please check the appropriate box(es)]

- course change required for post-secondary program
- change required because prerequisite is lacking for current course or is needed for future course
- course type/level change required
- drop/delete course

The student named above has my permission to revise his/her timetable in the following manner:

Drop the following course(s) _____

Textbook accounted

Add the following course(s) _____

• Parent/Guardian Comment _____

Student Signature

Parent/Guardian Signature

Date

Counsellor Signature

Date