



# REQUEST FOR CHANGE(S) TO STUDENT TIMETABLE



Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_ 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.
- If you require a counselling appointment, go to Parkland website - Resources - Counselling -to book an appointment.
- **You must bring this completed form to your appointment.** If you receive a *COURSE CHANGE TO YOUR SCHEDULE*, PLEASE ENSURE the counsellor prints a new copy, and you take a photo with your cell phone for reference.

## Semester 1

Block	Current Schedule	Proposed Schedule
1		
2		
3		
4		

## Semester 2

Block	Current Schedule	Proposed Schedule
1		
2		
3		
4		

↓↓↓ FOR SCHOOL USE ONLY ↓↓↓



Change(s) made - new schedule prepared     Change(s) not possible because: \_\_\_\_\_

Grad status checked     Admission Requirements checked

Signature of counsellor / administrator \_\_\_\_\_

