**GUIDANCE PROCESS FOR SCHEDULE CHANGES**

**Timetable Distribution and Homeroom Information**

* Students received their timetables electronically on August 26th. A new timetable with teacher names will be distributed to all students in **Period One** by their teacher **on the first day of school**.
* Alphabetical lists will be posted inside and outside the cafeteria indicating the students' first period class.   There is also a shared copy that can be viewed in the Guidance Google Classroom.

**Guidance Counsellor Assignments for the Year**

* Mrs. Sunjka: all students with the last names that begin with A-N.
* Mrs. Aguirre: all students with the last names that begin with O-Z (***Ms. Aguirre will only be available in the Guidance Office during Period 1).***

**Course Change Requests**

Changes to student schedules will be considered only for the following reasons:

1. Student did not earn the credit last year and/or did not complete summer school.
2. Student completed the course in summer school, and a duplicate course is on the schedule.
3. Student wants to make a course level change (e.g., academic to applied, university to college, open to mixed, etc.)
4. The student requires a prerequisite course for the current year or for a post-secondary program.
5. Student needs another course to ensure full-time status ***(Grade 12s need to take a minimum of 3 courses per semester and Grade 9s, 10s, 11s require to take 4 courses per semester)***

***The form to request a course change is available in the Guidance Google Classroom.  Please submit the form in the Guidance Office.***

**Course Change Requests Timeline**

Guidance Counsellors will deal with issues in order of priority. Below is an outline of the reasons students will need a schedule change and when a student can expect the change to happen.

**Day 1: Tuesday, September 2nd**

* New registrants requiring a schedule
* Grade 12s with fewer than 3 courses each semester
* Grades 9s –11s with fewer than 8 courses

**Day 2: Wednesday, September 3rd**

* Grade 12s needing compulsory or prerequisite courses for graduation/post-secondary
* Grade 12s who completed a duplicate summer school course and need a new course ***(Final summer school report card required to confirm completion before a change can be made)***

**Day 3: Thursday, September 4th**

* Grade 11s needing compulsory or prerequisite courses
* Grade 11s with a duplicate summer school course ***(Final summer school report card required to confirm completion before a change can be made)***

**Day 4: Friday, September 5th**

* Grades 9s – 10s missing compulsory or prerequisite courses
* Grades 9s – 10s with a duplicate summer school course ***(Final summer school report card required to confirm completion before a change can be made)***

**Tuesday, September 9th – Friday, September 12th: Level Changes Only**

* Submit a Level Change Form (e.g. ENG3C1 → ENG3U1) ***(student should ensure ahead of time that the prerequisite(s) for the new course requested have been met)***

**Important Reminders**

* Course changes will be processed in order of priority. Due to the volume of issues, please do not send Guidance Counsellors emails or drop into the Guidance Office expecting to be seen, as these appointments cannot be entertained. Course change request forms can be dropped at the Guidance Office and the appropriate Guidance Counsellor will follow up.
* **Schedule Pick-up Folders:** Students can check during their **PERIOD 3A/3C LUNCH ONLY** or**after school at 2:10 p.m.** to see if their new schedule is ready.  Students are not to come during class time.
* All students must follow their first day timetable and attend ALL CLASSES until a new schedule is provided.

Wishing you all a successful and fulfilling school year!

**Your Guidance Team**