



Bill Crothers Secondary School

Guidance Timetable Change Process SECOND SEMESTER

Grade 12 Students – Timetable Change Process

- On Monday January 20, 2020 all grade 12s who wish to make a semester 2 timetable change will be called to receive a random number and a timetable change form. LISTEN FOR ANNOUNCEMENTS!
- Timetable changes will begin the morning of Tuesday January 21, 2020. You must have your completed form, **signed by a parent** with you when you are called to Guidance. LISTEN FOR AN ANNOUNCEMENT!
- Do not worry about the value of the number you are assigned. There is no advantage to having #6 vs. #186 for example. The process we have put in place assures that everyone gets one (**but only one**) chance to make a semester 2 timetable change.
- You must be in the building and following your current timetable until your number is called.
- Remember that your course selection from last spring is what determines the classes that we are able to offer now. There is no guarantee that your change request can be completed as spaces are limited.
- Changes made during this process are final for the semester. **You cannot return to Guidance later in the week to request another change.** The rest of the school is waiting for their turn!

Exception:

If you wish to drop from 4 classes to 3 classes for this semester, **you do not have to pick up a number!** Just submit your form to Guidance first thing on Tuesday (January 21) morning. You will be a help to your classmates by creating an open space.

Grade 11 Students – Timetable Change Process

- On Tuesday January 21st all grade 11s who wish to make a semester 2 timetable change will be called to receive a random number and a timetable change form. LISTEN FOR ANNOUNCEMENTS!
- Timetable changes **will begin once the grade 12 changes are complete.** You must have your completed form, signed by a parent with you when you are called to Guidance. LISTEN FOR ANNOUNCEMENTS!
- Do not worry about the value of the number you are assigned. There is no advantage to having #6 vs #186 for example. The process we have put in place assures that everyone gets one (**but only one**) chance to make a semester 2 timetable change.
- You must be in the building and following your current timetable until your number is called.
- Remember that your course selection from last spring is what determines the classes that we are able to offer now. There is no guarantee that your change request can be completed as spaces are limited.
- Changes made during this process are final for the semester. **You cannot return to Guidance later in the week to request another change.** The rest of the school is waiting for their turn!

LISTEN TO ANNOUNCEMENTS!

Grade 9 & 10 Students – Timetable Change Process

- Pick up a “Request for Timetable Change” form from Guidance
 - Return the completed form with parent’s signature to the drop box in the Guidance office **before the end of the day on** Thursday January 23rd.
 - ***You must follow your current timetable until you are notified*** of the status of your request via:
 - A new timetable
 - You are called to Guidance for a discussion
 - Priority for changes is given to students that **are requesting a level change** for a compulsory course.
 - Remember that your course selection from last spring is what determines the classes that we are able to offer now. There is no guarantee that your change request can be completed as spaces are limited.
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Please note – NO timetable changes will be made if you are out of uniform.

Please also ensure all your textbooks have been returned and that all fees are up-to-date.