

## **Important Course Change Request information from Guidance!**

Guidance counselors will be following the procedure below to review course change requests for semester 1.

We know how important these changes are for all students and will process all requests through the Google Form as quickly as possible. We thank you for your patience at this time.

Student timetables will be emailed to students shortly and requests for changes can be made beginning on September 7<sup>th</sup>.

To request a course change we ask that all students fill out the **Google Form** on the **Guidance Google Classroom**. Parent/Guardian email is required on this form and a confirmation of a change or reason the change could not be completed will be emailed to both parent/guardian and student.

**FOR GRADE 9 STUDENTS:** An email will be sent on student's email (gapps account), that will invite them to the Guidance Google classroom where they can access the form.

A list of all available courses by period and grade will also be posted on the Guidance Google Classroom and on the wall outside of the Guidance office.

**Course change requests will be completed in order of submission however, students in grade 9, 10 or 11 with a spare period and grade 12 students lacking a requirement to graduate or for a post secondary programs will be given priority. As well, any student missing compulsory courses, duplicate courses due to summer school or students missing prerequisites, will also be given priority.**

We will be focusing on the Google form for course change requests, equity and data tracking so we ask all families to please fill out that form and not email requests as emails will not be answered as quickly as the google form.

If you have an exceptional circumstance, concern or request in the first 2 weeks of the school year, please contact the Guidance Office at 905 836-0021 Extension 126. After the first 2 weeks of school, appointments can be made by booking them on Teach Assist.

Thank you,

The Guidance Team