

LANGSTAFF SECONDARY SCHOOL - Request for a Timetable Change

Full Name: _____ Grade: _____

READ BOTH PAGES AND FOLLOW THE INSTRUCTIONS. FAILING TO DO SO WILL FORFEIT YOUR REQUEST. SUBMIT THIS PAGE 1 ONLY TO GUIDANCE STARTING WED. SEP. 4. DEADLINE: Sep 6

PART A – REASON FOR REQUESTED CHANGE – Check ONE box:

- The completion of a summer school credit is not reflected on the timetable,
Course Completed in Summer School: _____
Course you would like to take instead: _____
Where did you complete this course?: _____
**If not YRDSB, please attach a copy of your report card
- A change in level (eg. From Academic to Applied) for a compulsory course is requested,
- A Grade 12 student wishes to drop a course and replace it with a spare,
- You are missing a prerequisite for a course on your timetable,
- You are missing a post-secondary prerequisite (Grade 11 & 12 only).
- You have an incomplete timetable (< 8 courses). If you had a conflict in June and already on a wait list, **DO NOT complete this form.** You are already on a wait list and we will call you down.
- Other: _____

****REQUESTS FOR LUNCH, SAME COURSE IN A DIFFERENT PERIOD OR TEACHER WILL NOT BE CHANGED****

**YOU MUST FOLLOW YOUR CURRENT TIMETABLE UNTIL YOU ARE CALLED DOWN –
IF YOU ARE NOT IN CLASS WHEN CALLED, YOUR REQUEST WILL BE REMOVED.**

PART B – CHANGE REQUESTED – indicate COURSE TITLE AND COURSE CODE

REMOVE:

ADD:

Course title and code

Course title and code

Course title and code

Course title and code

I realize that this form is simply a request and it may not be possible to complete. If a change is made, it will be final.

Student Signature

Parent Signature

OFFICE USE ONLY

CHANGE/NO CHANGE COMPLETED BY: _____ DATE: _____

Notes:

Process for Requesting a Timetable Change

PLEASE SUBMIT PAGE 1 TO GUIDANCE NO LATER THAN FRIDAY OF THE FIRST WEEK OF SCHOOL.

- A.** The following priorities will apply when the Guidance Department considers requests for timetable changes:
1. The completion of a summer school credit is not reflected on the timetable,
 2. A change in level (eg. From Academic to Applied) for a compulsory course is requested,
 3. A grade 12 student wishes to drop a course and replace it with a spare,
 4. A student is missing a prerequisite for a course on their timetable,
 5. A grade 11 or 12 student is missing a prerequisite for a post secondary program,
 6. A student has an incomplete timetable (<8 courses)
 7. A course conflict from June.
- B.** In order for a timetable change request to be considered, a student must complete the “Request for Timetable Change” form, have it signed by their parent or guardian (if they are under the age of 18), and submit it to Guidance as per dates outlined on page 1.
- C.** During the first week of the semester, students will be called by Guidance to review their request using the following priorities
1. Students with previously identified conflicts
 2. Grade 9 or 10 students showing a spare or open period on their timetable or requiring a level or prerequisite change
 3. Grade 12 students who have completed a request form
 4. Grade 11 students who have completed a request form
- D.** If the change CAN be made, the student will be called down and receive a new official timetable. A final announcement will be made once all changes have been made.

NOTE – YOU MUST FOLLOW YOUR TIMETABLE UNTIL YOU HEAR FROM GUIDANCE. IF YOU ARE NOT IN CLASS WHEN GUIDANCE CALLS, YOU WILL BE FORFEITING YOUR REQUEST.