

Office Date Stamp

R.E. Mountain – Course Change Request 2017-2018

Please read in full **BEFORE SUBMITTING** a request for a change to your timetable.

If you require a change in your timetable, please fill out this Course Change Request and **submit to Counselling**. All course changes must be submitted through this process. PLEASE PRINT NEATLY.

Priority 1 changes will be processed first for all students (then priority 2 changes and lastly, priority 3).

- Priority 1:** Incomplete timetable
- Priority 2:** Incorrect timetable due to:
 - a) You are missing a pre-requisite course
 - b) You already have credit for the course
 - c) You have a course with an incorrect grade level
- Priority 3:** You have changed your mind

- Students MUST attend their current scheduled class even if requesting a change.
- Students **missing courses** must report to the Counselling Office during the missing block. The course change request form must be completed prior to meeting with a counsellor.

Print your current 2017-2018 timetable here (if missing a course write "missing")

1-1		2-1	
1-2		2-2	
1-3		2-3	
1-4		2-4	

Deadline to submit this form is Friday, September 22, 2017
(No changes will be made after Monday, September 25, 2017)

Grade: 9 10 11 12 (Circle One)

Student Name: _____ Student #: _____

Phone (Home): _____

Student Cell: _____

Student Email: _____ (Required – Please print neatly)

Parent/Guardian Name: _____ (Cell#) _____

Parent Email: _____ (Required – Please print neatly)

Why do you require a change? _____

Study Block DETAILS on back of this form.

Subject to Drop	Add (1 st choice)	(2 nd choice)

Parent Signature (Required) _____ **Date** _____

You will be contacted once your new timetable is available or you will receive your timetable in block 1-1 (homeroom) class.

Study Block Contract Information

Grade 12 Students are allowed a **MAXIMUM** of **ONE study block**. All Grade 12 students are required to take seven full time courses within the timetable, including their Graduation Transitions (GT) Block. GT is a course that only requires students to attend on class out of three classes per week. With on study block, a student will have a total of FIVE study classes available per week.

Grade 11 Students are encouraged to be actively involved in eight courses. A **MAXIMUM** of **ONE** study block may be granted if a student meets one of the following criteria:

- ✓ The student is enrolled in an extended day course ie. Choir.
- ✓ The student is taking a Distributed Learning course outside of Mountain Secondary (student is eligible for a study block during which they are expected to work on the DL course).
- ✓ The student is maintaining a **heavy academic load** that would benefit from a study block (permission from parents and administration required).

- A separate Study Block form is required (must be signed by a parent).
- Students require **eight courses within the timetable**.
- There are **NO** study blocks for grades 9 and 10.

Counsellor's Decision:

For office use only:

Approved _____ Not Approved _____

Reason Not Approved:

Counsellor Signature: _____ Date: _____