Calgary Board of Education

Request for Timetable Change

Return to Success Centre

YOU MUST ATTEND THE ASSIGNED CLASSES ON YOUR TIMETABLE
Check HomeLogic to see if changes have been made.

One form per student please.

Name _____ **Grade** _____ **Date** _____

Student Cell _____ **Student Email** _____

Community_____ **Connect Teacher** _____

LIST CHANGES REQUESTED:

DELETE COURSE: _____   **ADD COURSES:** _____

_____   _____

_____   _____

(See course list on the back of this page)

REASON FOR REQUEST (Please check one of the following:)
- ☐ I went to summer school/online learning and passed this course – Final Mark ____%
- ☐ I don't have the pre-requisites to take this course.
- ☐ Filling a spare – List classes in order desired:
  1._____ 2. _____ 3. _____ 4. _____
- ☐ Other. Please explain:
  _____

- ☐ I realize that in order to complete the request, other classes in my timetable may have to be moved to other periods. Please make the changes anyway.

- ☐ Please **do not make the change** if other classes in my timetable would have to move.

I have discussed this change with my parent/guardian.   Student Signature: _____

COMMENTS:	APPROVED / DENIED	Date:

Please Note: Course change requests are prioritized based on Graduation requirements. Classes will not be changed to accommodate personal preferences.