



Request for Course Change 2022-2023

(One form per student please)

Approval of course change requests is subject to available space and resources

Return to Your Guidance Counsellor's email:

Last names starting with:

A - G Ms. Peters, nrpeters@cbe.ab.ca

H - O Ms. Arrell, sdarrell@cbe.ab.ca

M - Z Ms. Verwaayen, rsverwaayen@cbe.ab.ca

Name: _____ Grade: _____ Date: _____

Parent Phone Number: _____ Parent email: _____

Student CBE Email: _____

Timetable changes will only be considered if:

- The timetable is not balanced.
- You are missing a pre-requisite for a course.
- You are missing a graduation requirement or post-secondary requirement.

Guidelines for requests

- This is a request. The priority is to provide you with an appropriate program leading to high school completion.
- Your request(s) will be assessed on an individual basis.
- No teacher changes.
- We are unable to accommodate requests for courses beyond your grade level. (eg. Grade 10 Students may not take 20 level courses).

Requested Course Changes (Please Indicate Add or Drop a Course)

DROP COURSE	ADD COURSE

Please check one of the following statements:

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.

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.

I no longer require this course.

I need this course to graduate or for post-secondary.

Other.

Please explain:

Student Signature: _____

Parent Signature: _____