

# Course Change Request - LBHS

## September 2017

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Request: \_\_\_\_\_  
                            First                            Last

Phone \_\_\_\_\_ Student Cell \_\_\_\_\_ Parent/Guardian Cell \_\_\_\_\_

Parent Email: \_\_\_\_\_ Student Email: \_\_\_\_\_

**PLEASE NOTE:** *If you are requesting a change, it may affect other courses as well. This means periods and/or teachers of your other classes may have to change. Is this acceptable?*

**YES** Change anything that is necessary.       **NO** Just change my request. If it interferes with other courses leave my timetable as is.

### LIST CHANGES REQUESTED:

Delete Course: _____	Add Course: _____
Delete Course: _____	Add Course: _____
Delete Course: _____	Add Course: _____

The course list is available on the school web page [www.cbe.ab.ca/b850](http://www.cbe.ab.ca/b850) under COURSES

### REASON FOR REQUEST (Please check one of the following:)

- 1. I went to summer school/online learning and passed this course – Final Mark \_\_\_\_\_%
- 2. I don't have the pre-requisites to take this course.
- 3. Filling a spare – List classes in order desired:
  - a) \_\_\_\_\_ b) \_\_\_\_\_
  - c) \_\_\_\_\_ d) \_\_\_\_\_
- 4. Other (Comment below)

**STUDENT COMMENTS:**

This form may be submitted **by email** to: ([LordBeaverbrook@cbe.ab.ca](mailto:LordBeaverbrook@cbe.ab.ca)) from **August 1 to September 15, 2017 OR printed** and submitted outside the Guidance office at the school from **August 28- September 15, 2017**. **YOU MAY ONLY SUBMIT ONE COURSE REQUEST FORM!!** There will be no appointments with guidance counselors until September 18, 2017 unless the message 'See Counselor' appears on your timetable which indicates a scheduling conflict.

**NO COURSE CHANGE REQUESTS WILL BE ACCEPTED AFTER SEPTEMBER 15, 2017!**

New timetables will be distributed during homeroom period the first week of school (September 5-6). After that changes will appear in Home Logic. Allow at least 3-4 days for changes. **Continue to attend your current classes until changes appear.** When changes appear you may begin to attend your new classes.

**COUNSELLOR COMMENTS:**                      **APPROVED / DENIED**                      **Date:**