ST. ALOYSIUS GONZAGA SECONDARY SCHOOL

Guidance, Career Education and Co-operative Education Department

REQUEST FOR TIMETABLE CHANGE

In order for your request for a timetable change to be processed, the following may occur:

1. change of subject teacher
2. change of lunch period
3. change of study period
4. change of subject order

STUDENT NAME: _____ **GRADE:** _____

My parent(s)/guardian(s) and I carefully considered my educational palns and teacher recommendations before completting my course selection sheet for this year; however, I am requesting the following change and have circled below the reason for the request.
Timetable changes **WILL BE** addressed based on the following concerns:

1. Incomplete timetable: Students in grade 9, 10, or 11 must be registered in
   Students in grade 12 must be registered in a **minimum of 6** credits
2. Pre-requisite course has not been successfully completed
3. Summer/Night School result(s)
4. Change in Level/Stream/Pathway
5. Change in career plans requiring a pre-requisite course for university/college/workplace
6. Compulsory credit requirement for Diploma

COURSE(S) to ADD (for incomplete timetable)

1 _____ **alternate** _____

2 _____ **alternate** _____

COURSE(S) to CHANGE

1 _____ **to** _____

2 _____ **to** _____

Student Signature: _____ **Phone #** _____

Parent Signautre: _____
(if under 18 years of age)

(This area below is for office use only)

Change(s): **approved** ☐
not approved ☐

- ☐ Conflict with another course
- ☐ Missing pre-requisite course
- ☐ Course not available
- ☐ (filled/cancelled/semester)
- ☐ Unreasonable request

Counsellor: _____ **Date:** _____