

Craig Kielburger S.S. Course Change Form: September 2018

Important:

- Incomplete forms will not be processed
- Course changes will only be considered for valid educational reasons or extenuating circumstances (*failed courses, completed summer/night school courses, a change in Post-Secondary program requirements, health concerns*)
- Not all change requests can be accommodated due to timetabling restrictions

Last Name	First Name	Grade	Contact email/phone #

Please Change: _____ to _____ or _____
(current course name and course code) (course name and course code) (please provide an alternate course name and code)

_____ to _____ or _____
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_____ to _____ or _____
(current course name and course code) (course name and course code) (please provide an alternate course name and code)

Step 1: Explanation

Clearly outline the valid reason for your request(s).

Step 2: Discussion with Parent/Guardian

- I have read the comments listed above
- My child had logged into Myblueprint.ca/halton and has shown me the impact this change will have on their Pathway
- I agree to this change
- I am aware that Guidance may follow up regarding this change

Comments: _____

Parent/Guardian Signature: _____

Step 3: Process Completion

- Are you in a SHSM Program? Y/N If YES, name of the Program _____
- Attend ALL of your classes until you are called to Student Services or receive an email via your school email – this is important, as you may NOT get a timetable change.
- Submit this form **after Wednesday, August 1 and no later than Wednesday, September 5, 2018**
- Students will be notified via their **school email** with regard to their timetable change request.

FOR OFFICE USE ONLY

_____ Time/Date stamp Guidance Counselor Signature _____

_____ Change Granted _____ Change Not Granted Reason: _____