

Eric Hamber Secondary School
Request for Course Change

Name: _____ Student #: _____

Grade: _____ Homeroom: _____ Date: _____

Phone #: _____ Cell Phone #: _____

Current Course	Current Block	Requested Course	Reason

I understand and agree to abide by Eric Hamber Secondary School policies regarding course change requests:

- The process for requesting a course change is as follows:
 - Complete this form and place in grade counsellor's mailbox in the office.
 - If you do not have a class scheduled (i.e., you are missing a class), report to the Cafeteria during that block. This is the waiting area to see a counsellor.
 - If you have a full schedule and are requesting a course change for other reasons, report to all classes on your current schedule and wait for the counsellor to contact you.
- There is a priority sequence that is followed in considering course change requests. Students with incomplete timetables and students missing graduation credits are the first priority. Students requesting course changes for other reasons are considered at the discretion of the counsellor and grade administrator.
- This process takes time and it may be that all course change requests are not possible due to the constraints of the timetable.
- Students who do not follow the above procedures and students attempting to jump the queue will be placed at the end of the queue.

Student Signature: _____

I support this request for a course change and I have verified that this request will not interfere with this student's graduation plan.

Parent/Guardian Signature: _____