



# KITSILANO SECONDARY SCHOOL

## Course Change Request Form

NAME (FIRST & LAST):	GRADE:
STUDENT NUMBER:	DATE:

**PLEASE NOTE:**

- **Incomplete timetables will be first priority.** All other course changes will be processed after.
- Course changes **are not** guaranteed. If the course is full or if there is a conflict with another course, we cannot process the change.
- Students are permitted to submit **ONE** course change request form; any changes you request are considered **FINAL** changes.

**REASON FOR MY REQUEST:**

- Incomplete timetable – NOT** enrolled in the required number of classes.
- I am missing a **graduation and/or university entrance requirement(s)** \*\*Students are responsible for ensuring that they have the necessary course requirements for admission to the Post-Secondary program of their choice.
- One or more of my scheduled course(s) was completed at **summer school**.
- I would like to change my **elective selection**.
- I would like to **drop a course** for a study block (**Grade 11 or 12 only – with administrative approval**).

Comments: \_\_\_\_\_

**MY REQUESTS:**

DROP	ADD
1. _____  <input type="checkbox"/> Materials to Return: _____  <input type="checkbox"/> Teacher's Signature: _____	1. _____
2. _____  <input type="checkbox"/> Materials to Return: _____  <input type="checkbox"/> Teacher's Signature: _____	2. _____
3. _____  <input type="checkbox"/> Materials to Return: _____  <input type="checkbox"/> Teacher's Signature: _____	3. _____

→ (see reverse)

1. I agree to the timetable changes that my child has requested (required for academic course changes).

Parent/Guardian(s) Signature: \_\_\_\_\_

2. Administrator:

\_\_\_\_\_ Ms. Bains                      Grade 12  
 \_\_\_\_\_ Ms. Sehmbi                      Grade 9 and 11  
 \_\_\_\_\_ Mr. Gock                      Grade 8 and 10

3. Counsellor

\_\_\_\_\_ Mr. Tse                      Grade 12, Grade 8 (Abbey – Haldenby)  
 \_\_\_\_\_ Ms. Mingo                      Grade 11, Grade 8 (Halini – MacAdams)  
 \_\_\_\_\_ Ms. Paul                      Grade 10, Grade 8 (MacDonald – Richard Pervier)  
 \_\_\_\_\_ Ms. Pitman                      Grade 9, Grade 8 (Riches – Zhu)

REQUIRED COURSES			
GRADES 8 – 11 (2018/19)		GRADE 12 (2018/19)	
Subject Area	Credits	Subject Area	Credits
<input type="checkbox"/> Career Life Education or Planning 10	4	<input type="checkbox"/> Planning 10	4
<input type="checkbox"/> Career Life Connections (Capstone Project)	4	<input type="checkbox"/> Grad Transitions	4
<input type="checkbox"/> a Language Arts 10	4	<input type="checkbox"/> a Language Arts 10	4
<input type="checkbox"/> a Language Arts 11	4	<input type="checkbox"/> a Language Arts 11	4
<input type="checkbox"/> a Language Arts 12	4	<input type="checkbox"/> a Language Arts 12	4
<input type="checkbox"/> a Math 10	4	<input type="checkbox"/> a Math 10	4
<input type="checkbox"/> a Math 11 or 12	4	<input type="checkbox"/> a Math 11	4
<input type="checkbox"/> an Arts Education or App Design, Skills & Tech 10, 11 or 12	4	<input type="checkbox"/> a Fine Arts or App Skills 10, 11 or 12	4
<input type="checkbox"/> a Social Studies 10	4	<input type="checkbox"/> Social Studies 10	4
<input type="checkbox"/> a Social Studies 11 or 12	4	<input type="checkbox"/> Social Studies 11	4
<input type="checkbox"/> a Science 10	4	<input type="checkbox"/> a Science 10	4
<input type="checkbox"/> a Science 11 or 12	4	<input type="checkbox"/> a Science 11	4
<input type="checkbox"/> Physical & Health Education 10	4	<input type="checkbox"/> Physical Education 10	4
<b>TOTAL</b>	<b>52</b>	<b>TOTAL</b>	<b>52</b>
ELECTIVE CREDITS			
<input type="checkbox"/> Gr. 10, 11, or 12 Elective	4	<input type="checkbox"/> Gr. 10, 11, or 12 Elective	4
<input type="checkbox"/> Gr. 10, 11, or 12 Elective	4	<input type="checkbox"/> Gr. 10, 11, or 12 Elective	4
<input type="checkbox"/> Gr. 10, 11, or 12 Elective	4	<input type="checkbox"/> Gr. 10, 11, or 12 Elective	4
<input type="checkbox"/> Gr. 10, 11, or 12 Elective	4	<input type="checkbox"/> Gr. 10, 11, or 12 Elective	4
<input type="checkbox"/> Gr. 12 Elective	4	<input type="checkbox"/> Gr. 12 Elective	4
<input type="checkbox"/> Gr. 12 Elective	4	<input type="checkbox"/> Gr. 12 Elective	4
<input type="checkbox"/> Gr. 12 Elective	4	<input type="checkbox"/> Gr. 12 Elective	4
<b>TOTAL</b>	<b>28</b>	<b>TOTAL</b>	<b>28</b>
<b>OVERALL TOTAL</b>	<b>80</b>	<b>OVERALL TOTAL</b>	<b>80</b>
GRADUATION ASSESSMENTS			
Numeracy Assessment		Math 10 Provincial or Numeracy Assessment	
Literacy Assessment		Language Arts 12 Provincial	