



# 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 (**Must receive 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:**

_____	_____	Principal - Grade 12
Signature	Name	
_____	_____	Vice-Principal - Grade 9 and 11
Signature	Name	
_____	_____	Vice Principal - Grade 8 and 10
Signature	Name	

**3. Counsellor:**

_____	_____	Counsellor - Grade 12 and 8
Signature	Name	
_____	_____	Counsellor - Grade 11 and 8
Signature	Name	
_____	_____	Counsellor - Grade 10 and 8
Signature	Name	
_____	_____	Counsellor - Grade 9 and 8
Signature	Name	

<b>REQUIRED COURSES GRADUATION PROGRAM</b>	
<b>Subject Area</b>	<b>Credits</b>
<input type="checkbox"/> Career Life Education or Planning 10	4
<input type="checkbox"/> Career Life Connections (Capstone Project)	4
<input type="checkbox"/> a Language Arts 10	4
<input type="checkbox"/> a Language Arts 11	4
<input type="checkbox"/> a Language Arts 12	4
<input type="checkbox"/> a Math 10	4
<input type="checkbox"/> a Math 11 or 12	4
<input type="checkbox"/> an Arts Education or App Design, Skills & Tech 10, 11 or 12	4
<input type="checkbox"/> a Social Studies 10	4
<input type="checkbox"/> a Social Studies 11 or 12	4
<input type="checkbox"/> a Science 10	4
<input type="checkbox"/> a Science 11 or 12	4
<input type="checkbox"/> Physical & Health Education 10	4
<input type="checkbox"/> One Indigenous Focus Course	-
<b>TOTAL CREDITS – REQUIRED COURSES</b>	<b>52</b>
<b>ELECTIVE CREDITS</b>	
<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
<b>TOTAL CREDITS – ELECTIVE COURSES</b>	<b>28</b>
<b>OVERALL TOTAL</b>	<b>80</b>
<b>GRADUATION ASSESSMENTS</b>	
<input type="checkbox"/> Numeracy Assessment 10	
<input type="checkbox"/> Literacy Assessment 10	
<input type="checkbox"/> Literacy Assessment 12	