

# **Kitsilano Secondary Course Change Information**

School Year 2025 – 2026

## **Students will be seen in the following order**

**PRIORITY #1. (Counsellors will see students requiring these changes during the first week of school).**

- Missing graduation requirements for a Dogwood Diploma (Grade 12, 11)
- Incomplete timetables
- Granting a study block (Grade 12) or adding a Peer Tutoring or Community Service block to grade 11 or 12 students who wish to take one.

**Priority #2. (Counsellors will see students requiring these changes during the first week of school).**

- Missing requirements for post-secondary program choices.

\*\* these entrance requirements must be taken from the university's website. Kitsilano may not be able to accommodate these requests. Some courses may need to be taken online.

**Priority #3. (These students will only be seen during the course change evenings provided during the second week of school).**

- Preferring the content of another course.

**Please note:**

1. No course changes will be considered for teacher preference.
2. There will be no course changes after September 19<sup>th</sup> without admin approval. We will not be changing courses in January for semester two.

## **Please let us know why you are requesting a course change.**

☐

I am missing a high school graduation requirement.

☐

I would like a Study Block (Gr. 12), or a Peer Tutoring or Community Service Block (Gr. 11 or 12)

☐

I have an incomplete timetable. Less than 8 classes.

☐

I am missing or need to change a course for my post-secondary program.

☐

There is a course on my schedule that I have already taken and passed.

☐

There is a course on my schedule that I did not request.

☐

I prefer to change a course subject. (no changes for teacher preference)

## Course Change Request Sheet

Your Current Grade: \_\_\_\_\_ First and Last Name: \_\_\_\_\_

Priority (See other side of this page)

(please circle).    #1.            #2.            #3

Counsellors are working hard to make sure students have what they **NEED** for graduation and post-secondary. We may not be able to accommodate your requests, and we appreciate your patience and respectful communication during this busy time.

**Please note the following;**

Initial below

1. This is a request; changes are **NOT** guaranteed. \_\_\_\_\_

2. If the course is full OR if there is a conflict with another course,  
we **CANNOT** process the change. \_\_\_\_\_

3. Each student is permitted to submit **ONE** course  
change request in the full school year.  
\_\_\_\_\_

4. Any changes you request are considered **FINAL** changes. \_\_\_\_\_

What course(s) are you requesting? \_\_\_\_\_

\_\_\_\_\_

What courses are you willing to drop in order to make this change?

\_\_\_\_\_

**Parent signature** (mandatory).

I, \_\_\_\_\_, have read the above and approve of this  
change request.