

NWSS Appointment Request Form for Course Changes

Date: _____

Counsellor: _____

Student Name: First _____

Last: _____

Student Number: _____

Grade: _____

Block	Current Course	Requested Course	Reason

You may change a course for the following reasons only:

PLEASE CHECK OFF THE REASON(S) FOR CHANGING SCHEDULE:

- You have failed a required course and need to reschedule
- You are not meeting grad requirements
- You are a Grade 12 student and you may need an additional course for a post-secondary institution requirements before June 2019
- You have two classes in the same block
- You have an incomplete schedule
- Other reason: Please specify _____

Parent Signature:

Parent Name

Daytime Parent Contact #

Parent Signature

Parent Email

****While every attempt will be made to accommodate course change requests, we are not able to guarantee all changes can be made.**

Please **DO NOT LINE UP** at the Counselling Office to make an appointment or course change.

Follow these instructions:

1. **Pick up** an appointment request form from Pearson office or print from the NWSS website at home.
2. **Complete the Request Form at home with your parents – a parent signature is required in order to process any changes.**
3. Bring your completed form **and** a copy of your schedule to the Counselling office to receive an **appointment ticket.**
4. See your Counsellor on the date and time of your appointment (indicated on appointment ticket).
5. Attend all classes on your original schedule until your appointment date and time.