

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 2022
- 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. 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.