



**School District #43, Coquitlam  
1195 Lansdowne Drive  
Coquitlam, B.C. V3B 7Y8**

**Telephone (604) 464-5793 Fax (604) 937-8054**

## Course Change Form

Students **must complete** the following form **prior to meeting** with the counsellor. Please include your most current email in case your counsellor needs to contact you. This form must be signed by a parent/guardian to be considered for a course change.

Students were given two opportunities in the spring to make course change requests therefore, changes will only be made for one of the reasons listed below and only if class size permits.

Please check all that apply:

- Need to fulfill graduation requirements*
- Post-secondary requirements have changed. Provide details: \_\_\_\_\_*
- Less than 8 courses*
- Placed in the incorrect course level (i.e. English 11 before English 10)*
- Completed a summer/online course*

If you are in an alternate elective it is because your first-choice elective cannot be accommodated due to limits in class size, composition or other course conflicts.

Course(s) to be dropped:	Course(s) to be added:
Student Signature:	Student Contact #:
Parent Signature:	Student Email:
	Parent Contact #:

Bring your **signed** formed to your counsellor before or after school, at lunch or during your “off-block” as per the schedule below.

Wednesday	Sept. 5	Grade 12’s
Thursday	Sept. 6	Grade 11’s
Friday	Sept. 7	Grade 9’s, 10’s
Monday/Tuesday	Sept. 11/12	All grades

\*\*All course changes will be complete by Wednesday, September 13<sup>th</sup>.

\*\*No course requests will be accepted via e-mail.