

### **Course Change Requests:**

Welcome back to Gleneagle for another school year! If you are entering Grades 10-12 and are hoping for a change to your course schedule, please read the following information carefully.

*\*Please note—students entering Grade 9 will receive their printed schedule when they arrive for orientation at 1:00 pm on Tuesday, September 3<sup>rd</sup> (students begin in the cafeteria/MPR at the west end of the building for an assembly, then our leadership students will take the Grade 9 students on a tour of the school). The printed schedule will also include their MyEd password, along with their Gleneagle student email address and password. Grade 9 students rarely require or qualify for a change to their schedule, but if a change should be deemed necessary, they can visit their assigned counsellor after their orientation session on September 3<sup>rd</sup> or during the first week of classes (line up at the counselling door by the locker bays before/after school or at lunch) to discuss their concern.*

Grades 10-12 students:

1. Very few course changes will be possible now as the school timetable and staffing assignments were based on your previous requests and most courses are now full. You had opportunities already to request changes in March and June. The MS Form now outlines the criteria for requesting a change.
2. Change requests will NOT be accommodated through email. You must submit any requests through the MS Form only. From August 26<sup>th</sup> to 29<sup>th</sup>, counsellors will be updating schedules that are impacted by summer school results, as well as registering many new students. They will review your submitted change requests after the MS Form closes at 8:00 am on Thursday, August 29<sup>th</sup>.
3. If you are not able to log into MyEd to see your schedule, your counsellor is not able to assist you! If you have forgotten your password, click on “forgot my password” rather than entering something several times and getting locked out. If you are locked out of MyEd, please email [125-secretary@sd43.bc.ca](mailto:125-secretary@sd43.bc.ca) for assistance.
4. Updated student schedules, including teacher names and classroom numbers, will become “live” on MyEd on the evening of Thursday, August 29<sup>th</sup>. Be sure to check your schedule in MyEd before attending school on Tuesday, September 3<sup>rd</sup>! If you do not see the requested change in your schedule by September 3<sup>rd</sup>, it means the change was not possible. You are welcome to check back with your counsellor during the first week of classes (line up by the locker bay before/after school or at lunch), but it is unlikely that things will change as most classes are full.
5. Grade 12 students who wish to request ONE “off block” must email their counsellor for an application form. Your counsellor will email you the form on Monday, August 26<sup>th</sup>. The completed and signed Grade 12 off block application form is due back to your counsellor by 4:00 pm on Wednesday, August 28<sup>th</sup> (sooner is even better) and will be reviewed by admin for approval. This option is only available to students entering Grade 12.

Remember the due date to request course changes is 8:00 am, Thursday, August 29<sup>th</sup>. Requests must be submitted through MS Forms only (not email), and late submissions will not be accepted.

**Please fill out the change request form through this link: [CHANGE REQUEST FORM](#)**