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June 9, 2017

Learning for a Lifetime

Dear parents and guardians of SD43 secondary students,

I am writing to inform you that as a result of the new class size and composition requirements an adjustment will be made to some of the processes of how secondary student schedule change requests will be made and how courses will be adjusted for September.

It is important to understand that both mandatory course requirements and student choice drive how secondary schools organize their courses. This is why schools work with their students and their parents/guardians so diligently in the spring to ensure the correct courses are selected for the following year. It is a complicated endeavor, but we are committed to helping students fulfill their academic goals and career aspirations.

Managing the multitude of requests, when students change their initial course selections, can be quite an undertaking. We understand that this is a natural occurrence in the changing lives of adolescents, but limiting these changes is necessary in order to organize the school for September startup.

To provide better service to students and to allow for a smoother start to the school year in September we are moving the timeline for course verification and changes to June. We are requesting your assistance in helping your children adhere to the revised processes.

Course Change Process Overview

- Course change priorities will only be given to students who require a full course load to meet academic requirements or who require a course for graduation and/or entry into a post-secondary program.
- It will be very important to inform the school counsellor about credit courses to be taken in summer school, to allow for appropriate planning for the following year.
- Students will receive their 2017/2018 timetable soon and are required to review it carefully
- Students seeking a course change must submit a course change request in the manner and timeline the school has determined. A more detailed description of this process will be forthcoming from each school.
- The counselling and administrative team at each school will consider each request while attempting to maintain the appropriate class size and composition numbers. Once course changes are completed and the deadline has passed, no further changes will be permitted.
- Once counsellors have completed course changes, they will email an updated schedule to the student or family.
- Few course changes will be permitted in September as only registrants, new to the district, will be accommodated at this time.
- Changes may be made for extenuating circumstances only. However, no course changes will be made for the following reasons:
 - Students wishing a class in a different block
 - Students wanting to change to a different elective
 - Students wishing for a different teacher
 - Students needing a class with a friend

We appreciate your assistance in helping your child adhere to the process your school will outline, in order to ensure fairness, equity and a positive school start-up in September for all students.

If you have any questions please contact your son or daughter's school for more information.

Sincerely

Patricia Gartland, Superintendent