



Pinetree Secondary School

SCHOOL DISTRICT #43

PINETREE
Secondary School

3000 Pinewood Avenue, Coquitlam, B.C. V3B 7Y7

Phone: (604) 464-2513 Fax: (604) 937-8056

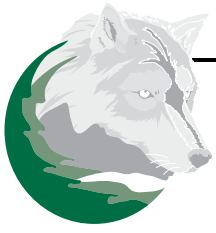
September 4, 2015

We are looking forward to welcoming our students back to school on Tuesday and working with families to best support them with their educational plans. We would like to provide you with an update and ask for your patience and understanding as we work through a challenging time at Pinetree. Over the summer, all Coquitlam secondary schools, along with several other schools around the province of British Columbia, transitioned to a new Ministry of Education student records database. During the last week of August, we got our first look at the new system with our students' data and it appears the data migration went very well.

Our counsellors, office staff, and Administration team have been working very hard to prepare for the opening of the school year while having to learn to complete our tasks within a new system. Many of you could likely relate to this; it's similar to when you experience an upgrade to your home computer's operating system. You know the upgrade is necessary and likely an improvement, but it can be very frustrating and time consuming trying to figure out how to open your programs and adapt to the foreign environment from the one you have become so accustomed and familiar with. As you can well imagine, this is proving to be a time consuming and challenging adjustment period for us.

Over the past few days, we have welcomed many new families registering their sons and daughters at Pinetree. Given this increase in enrollment, combined with the current budget, Pinetree classes are currently very full. Counsellors are working diligently to try to put class schedules together for all of our new students to begin school as early as possible next week.

On Tuesday, grade 11 and 12 students will attend their PACK classes at 10:00 am and grade 9 and 10 students will attend their PACK classes at 1:00 pm. The PACK class lists are posted on the school office windows alphabetically, by grade. During PACK class, students will receive their timetables along with a number of other registration documents.



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While we understand there are extenuating circumstances, in a majority of cases, students have had many opportunities to review their course selections and make necessary adjustments with counsellors. At this time, counsellors will review Course Change requests for:

1. Sequencing concerns (a student is scheduled to take French 12 prior to French 11)
2. Incomplete schedules (less than 8 courses over the year)
3. Severe balancing concerns (4 academic classes in one semester, 4 electives in the other)
4. Summer school course resulting in repeating a course or a missing a pre-requisite

Rather than in past, when many students have lined up to see a counsellor to make a course change request, this year students can request, complete, and submit a Course Change Request form through their PACK teacher. These forms will be forwarded by the PACK teachers to the counsellors for review. If counsellors are able to accommodate the change request, they will call the student out of their class next week to give them a new schedule. **Students MUST be in their scheduled classes for counsellors to contact them if they require more information from the student.**

We will do our best to accommodate our students' requests; however, in the event we are unable to accommodate a request at Pinetree, we will work together with our students and their families to explore other options such as an external course or online course.

We greatly appreciate your patience and understanding as we strive to best support your son and/or daughter's educational plan at Pinetree.

Sincerest thanks,

Mr. J. McCullough, Cheryl Woods, and Dave Phelan

Pinetree Administration team