



**PINETREE**  
Secondary School

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September 12, 2015

We would like to provide you with an update regarding course change requests and student timetables. Over the past week, counsellors have been working hard to build class schedules for new students registered at Pinetree over the summer. Additionally, counsellors have been reviewing students' course change requests in attempts to accommodate student requests, balance academic loads, and address course sequencing issues. Many of these issues were addressed in June, however, unfortunately we are discovering much of the data entered in late was not captured in the data migration that occurred over the summer.

On Friday evening, we received additional staffing from our District Leadership Team to accommodate the enrollment growth we have experienced over the summer at Pinetree. On Monday, administrators will be working with counsellors to add classes to the school schedule in attempts to accommodate the growth and a number of student course change requests received. This will result in a number of changes to student timetables and classes. We are hopeful the bulk of these changes will be completed by Thursday, September 17<sup>th</sup> and ask for your continued patience and understanding as we work through the challenges the data migration, combined with the increased enrollment and working within a new and unfamiliar system, have presented.

On Wednesday, we hope to redistribute student timetables reflecting the necessary changes during our regularly scheduled PACK classes just prior to lunch. The new schedules would take effect on Thursday morning.

We apologize for the disruption during this time and look forward to finalizing our classes and student schedules this week. We are doing our best to accommodate student requests or alternate selections students declared throughout the course selection process last spring. However, in the event we are unable to accommodate these requests at Pinetree, we will continue to 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