



PORTAGE COLLEGIATE INSTITUTE

Student Course Change Form

June-August Semester 1 Semester 2
Please see 2nd page for Course Change Procedures

Date: _____

Student: _____ Grade: _____ Phone Number: _____

Student's Google Classroom Email Address: _____
This is how you will be contacted by the guidance counsellor to discuss your course change request.

Summary of request for course changes. List courses and describe situation if needed.

DROP: (Parent and Teacher to sign at the bottom)

Course(s)	Block(s)	Teacher(s)	Reason

ADD:

Course(s)	Block(s)	Reason

Books and/or supplies have been returned: YES NO Not applicable

*****The student is to continue following his or her current timetable until the counsellor meets with the student to discuss the course change request*****

Parent/Guardian Signature (for dropped courses only)

Classroom Teacher Signature (for dropped courses within a semester only)

Guidance Counsellor Signature

Resource Teacher Signature

Administrator Signature

<p>For Office Use Only</p> <p>Parent and/or Student Contact:</p> <p><input type="checkbox"/> Changes approved</p> <p><input type="checkbox"/> Changes not approved</p>

Student Course Change Procedures

Dear Student and Parents/Guardians,

Please review the timetable to ensure that the courses you selected when registering at Portage Collegiate Institute are still the courses required to ensure you are on the path to graduation.

Please complete the *Student Course Change Form* (on the 1st page) by following these steps:

Step 1: Record the date, student name, grade, phone number and google classroom email address. The email address is important as this is how the student will be contacted by the guidance counsellor to discuss the request.

Step 2: Record the name(s) of the course(s) you wish to drop, along with the block, the teacher's name and the reason why.

Step 3: Record the name(s) of the course(s) you would like to add to your timetable and the reason why you want the course added.

Step 4: Parent and teacher signatures are only required for dropping a course.

Step 5: Return the completed *Student Course Change Form* to the office in the PCI West Building where it will be forwarded to and reviewed by the student's guidance counsellor.

*****The student is to continue following his or her current timetable until the guidance counsellor meets with the student to discuss the course change request*****