

COCHRANE HIGH SCHOOL

Course/Timetable Change Request

The primary goal is to ensure all students have their required courses and a balanced timetable. If a student has a balanced schedule with the courses required, that is considered a **complete timetable**. Teacher/friend requests are not processed.

The following is the process for student timetable changes for the 2021-2022 school year:

1. Student timetables are posted on **PowerSchool** <https://ps.rockyview.ab.ca/public/home.html>. The master timetable will be posted on the CHS website (cochrane.rockyview.ab.ca) under the Guidance button.
2. **Before requesting a change, please be sure the desired change is possible by viewing the master timetable via the link above. Students are to create a Plan A, Plan B and Plan C if necessary, and submit their completed form (attached) as per instructions below. Forms will be processed in the order they are received. Grade 12s will be given priority, then Grade 11s and so on. If possible, the requested change will be made and you will see the change on PS. If the change is not possible or an appointment/discussion is necessary, you will be contacted by cell phone. Please ensure your (student) cell number is on the form!**

Note: In many cases, classes are full at the time of posting, so please ensure you complete alternate plans (B & C). Wait lists may be created but spots are not guaranteed.

*****Please note: post secondary planning and credit checks are not available during these appointments**
Please visit MyBlueprint and/or MyPass for this information.***

ALL requests for timetable changes must be made by completing the Timetable Change Request Form available on the CHS Website, Guidance tab and attached for your convenience. Please submit the completed form, including completed Plan A and B, with your name & Grade in the subject line, to chscourse@rockyview.ab.ca.

Deadline is 4:00 pm on Friday, Sept. 10th, 2021.

Due to the volume of inquiries, direct phone and email requests will not be processed.

All requests must be made on-line.

Once a student's timetable has been changed, he/she cannot make another change until all initial student requests have been addressed.

Thank you for your patience and understanding during this busy time. There are over 900 students and limited personnel. Therefore, there needs to be a fair and clear process in place. We appreciate your respect of this process.

Sincerely,
The Guidance Team