

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 2022-2023 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 under the Guidance button.
2. **Before requesting a change to your timetable and booking your appointment, make sure you do the following:**
 - Check the master timetable (link above) to make certain the desired change IS possible
 - Complete the Planning Form, outlining a Plan A, Plan B and Plan C, which includes your requested change
 - Book an appointment with either Guidance Counsellor according to your grade, following the grade schedule below
 - Bring your completed Planning Form with you when attending your scheduled Guidance Appointment

Guidance Appointment Schedule is as follows:

Thursday, August 25 th	Gr. 12 ONLY	a.m./p.m.
Friday, August 26 th	Gr. 12 ONLY	a.m./p.m.
Monday, August 29 th	Gr. 12 & 11	11:00 a.m. – 3:30 p.m.
Tuesday, August 30 th	Gr. 11	9:00 – 11:30 a.m.
Wednesday, August 31 st	Gr. 11	a.m./p.m.
Thursday, September 1	Gr. 11 & 10	a.m./p.m. Lebel only
Friday, September 2 nd	Gr. 10	a.m./p.m.

All students/grades will be called down the week of September 6 – 9th to ensure all requests are addressed

NOTE:

- Grade 12s will be given priority, then Grade 11s and so on. Students booking appointments outside of their grade schedule below will not be seen.
- Grade 9s will be able to request changes during the week of September 6 – 9th only.
- 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.
- Once a student's timetable has been changed, he/she cannot make another change until all initial student requests have been addressed.

*****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. Please bring your completed form (Plan A, B, and C) to your Guidance appointment.

Deadline to request a course change is Tuesday, September 13th at 12:00 noon.

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

Thank you for your patience and understanding during this busy time. There are over 1000 students and limited personnel.

Please note, any students who are unable to book an appointment will be seen the week of September 6 – 9th by one of our Guidance Counsellors or Administrators. All timetable change requests will be addressed in as timely manner as possible.

Sincerely,

The Guidance Team