

# Secondary School Timetable Change Form

Student's Full Name	Today's Date
Grade	Parent / Guardian Name
Telephone	

Drop Course Name	Course Code/ Section	Drop Date	Add Course Name	Course Code/ Section	Start Date

**Please Note:**

- Students under 18 will not be allowed to change their timetable and enter a 'new' class until the change has been approved by a parent/guardian.
- Drop Course Date is day following last day of attendance in that course.
- Teachers will not admit to class 'new' students until the change is completed.
- Some courses may be oversubscribed and 'closed'.
- 'Full Disclosure' - Senior level courses may be 'dropped' without the mark and course appearing on the student's transcript if the 'drop' occurs no later than five school days after the distribution of mid-term report cards.

Student Signature	Date
Parent / Guardian Signature	Date

**OFFICE USE ONLY**

Counsellor's Signature	Date	<input type="checkbox"/> Textbooks Returned
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Notes: