

Important Information from Guidance



Changes to your timetable



- ✦ A request to change your timetable (your timetable is included in this package) **MUST** be made before: **September 11, 2018**
- ✦ Changes **MUST** be entered via electronic google form which is found at <https://goo.gl/hZcvTV> ; qcode available here→
Paper requests will not be accepted
- ✦ To facilitate timely processing of all timetable change requests, **no appointments** will be accepted regarding these changes, changes will only be accepted through the google form
- ✦ Your guidance counsellor will follow up with you regarding your change request by **September 25, 2018.**



Priority to change requests will be given for the following 4 reasons; and date of request:

1. **Credit attained at summer school**
 - a. Counsellors will have a record of courses obtained if the course was taken at the TCDSB. If the course was achieved through another school board, please bring in a copy of your report card.
2. **Missing pre-requisite or compulsory course**
 - a. This may occur if the student expected to obtain a course at summer school, or in the prior school year and was unsuccessful
3. **The timetable does not show a full course load**
 - a. 8 courses for students in grades 9, 10 and 11
 - b. 6 courses for students in grade 12
4. **There is an error in the grade or academic level of the course.**

Changes will not be processed for the following reasons:

1. **Requests for specific period**
2. **Requests for specific semester**
3. **Requests contrary to electives already selected by you**

Please be aware that every effort has been made to accommodate your request as submitted by you via *myBlueprint* in February. Insufficient course enrolment has resulted in a few courses that will not be running this school year. Oversubscription to courses will also impact availability for a few students. In all cases, a substitution from your alternate course request, as per your *myBlueprint* submissions, was used to resolve these timetable issues.

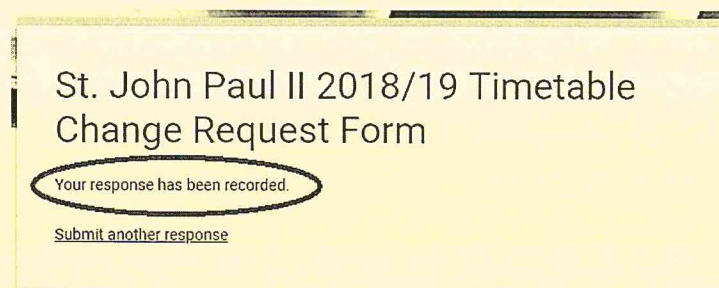


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Guidelines for entering Form Information



1. Please indicate your last name: Enter your last name in full as shown on the top left corner of your timetable
2. Please indicate your first name: Enter your first name in full as shown on the top left corner of your timetable
3. Please indicate your student number. Enter the student number as shown on the top left corner of your timetable. Do NOT include the hyphens. The number MUST be **9 digits**.
4. Select the grade you will be in during the 2016-2017 school year
5. Please indicate the course code that you would like to request to change out of: Enter the course code as shown on your timetable. The course code must be 6 digits. The form will indicate an error until all 6 digits are entered. If you are requesting to change a spare period to a new course enter the following **“spare1”**
6. Please choose the course that you would like to change into: Enter a valid course code of 6 digits OR a description of the course you want to switch to.
7. Please choose an alternate course that you would accept for the change if your first choice is not available: You must select a second choice should the course you are selecting be unavailable or conflict with any compulsory course load.
8. Please choose one of the following as reason for the change request. Select the appropriate reason for requesting the change. If you select other, please indicate what your reason for the change request is.
9. SUBMIT – Do not forget to submit your form. You will get a pop up indicating that your request has been submitted. If you do not see the below then the request will not be logged.



** The link to the TCDSB Course selection catalogue can be found at the following URL

<https://goo.gl/GLuHBT>

St. John Paul II Course Selections and Codes begin on page 167 of the catalogue.