

REQUEST FOR PROGRAM CHANGE

A student wishing to add a class must do so within *the first five days* of a semester.

A student wishing to drop a class must

- complete a Change of Program Form
- notify the teacher, return textbooks
- obtain his/her parents signature
- get final approval from school Administration

Student requests to drop a course must be made no later than two weeks following the mid term parent/teacher interviews. After this date a mark will be submitted to Alberta Education reflecting student achievement and will be recorded on a student transcript.