

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

- PRIORITY 1**
  - Student has **less than 8 courses scheduled within the school day (8:45AM-2:55PM)**
  - Gr. 12 student** requires a course to meet **Post Secondary program** requirement.
  - Student has been put into an **incorrect grade level core course**.

ADD Course(s): \_\_\_\_\_

- PRIORITY 2**
  - Student already has completed & received credit for the course shown in timetable.
  - Gr. 10-11 student requires a course to meet post-secondary program requirements.

**All students are expected to attend scheduled classes until changes have been confirmed.**

DROP Course

ADD Course

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- PRIORITY 3** - Student changed their mind (from their original request, would like to change their elective, balance timetable and request a teacher, etc.) **Please fill out this form and drop if off in the Counselling Centre by Friday, September 5th. No changes will take place before September 12th, and all students are expected to attend scheduled classes until possible changes have been confirmed.** Students will be notified through TEAMS after changes have been made. No appointment is necessary.

DROP Course

ADD Course

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Grade 11 & 12 students requesting ONE Study Block must also submit a Study Block permission form (available in the LFMSS website) to complete request.**

**Grade 8-10 students must have 8 courses scheduled during the school day from 8:45AM-2:55PM regardless of any courses taken outside timetable.**

\_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

OFFICE USE ONLY:

Completed  
Date \_\_\_\_\_

Denied – Reason: \_\_\_\_\_