

Rick Hansen Secondary **Grade 12 Course Change Request Form.**

To be completed by the student.

All grade 12 students wishing to drop, or change, a course must meet the criteria outlined below. Requests will be dealt with on a “case by case” basis by the administration/counselling team.

Student / Course drop / add Information:

Name: _____ Grade: _____
Course: _____ Teacher: _____
Reason: _____

The Following “criteria” must be completed, then signed by an Administrator and/or Counsellor for verification.

Criteria Information:

Grad Transition Completion: _____
(Careers)
Min. 88 (gr. 10,11,12) credits: _____
(Counsellor)
Min. 3 Prov. Exam Courses: _____
(Counsellor)
Attendance / Conduct: _____
(Administrator)
Other relevant issues: _____

Signatures:

Student: _____ Parent / Guardian: _____

For Office / Staff use only: (to be signed after above “criteria” section is completed)

Administrator: _____ Counsellor: _____

Approved ____ YES ____ NO