



Request for Course Change Fall 2025-2026

(One form per student please)

****Approval of course change requests is subject to available space and resources****

Return to your Guidance Counsellor's email:

Last names starting with:

A - G Mr. Crawley

mpcrawley@cbe.ab.ca

H - N Ms. Arrell

sdarrell@cbe.ab.ca

O - Z Ms. Verwaayen

rsverwaayen@cbe.ab.ca

Student Name:	Grade:
Date:	
Parent/Guardian Phone #:	Parent/Guardian Email:
Student CBE Email:	

Timetable changes will only be considered if:

- The timetable is not balanced
- You are missing a pre-requisite for a course
- You are missing a graduation requirement or post-secondary requirement

Guidelines for requests:

- The priority is to provide you with an appropriate program leading to high school completion.
- Your request(s) will be assessed on an individual basis
- No teacher changes

Requested Course Changes (Please indicate **add** or **drop** a Course):

Drop Course	Add Course

Please check one of the following statements:

- ☐ I realize that in order to complete the request, other classes in my timetable may have to be moved to other periods. Please make the changes anyway.
- ☐ Please do not make the change if other classes in my timetable would have to move

Reason for request (please check one of the following):

- ☐ I went to summer school/online learning and passed this course – Final Mark ____%
- ☐ I don't have the pre-requisites to take this course
- ☐ I no longer require this course
- ☐ I need this course to graduate or for post-secondary
- ☐ Other

Please explain: _____

Student Signature: _____ Parent Signature: _____