



# Shaftesbury High School

2240 Grant Ave. | Winnipeg, MB R3P 0P7 | 204.888.5898  
www.peminatrails.ca/shaftesbury

## TIMETABLE CHANGE FORM – 2026-2027

Student Name: \_\_\_\_\_ Counsellor: \_\_\_\_\_ Grade Level: 9 10 11 12 (circle)

RINK Student \_\_\_\_\_ ISP \_\_\_\_\_

Please **REMOVE** the following course(s) from the student's timetable and indicate the reason for the request(s).

Course	Slot	Reason for deletion

Please **ADD** the following course(s) to the student's timetable, if available:

Course	Slot	Reason for addition

Students may come to Shaftesbury for timetable changes on the following dates, with no appointment:

- Monday, June 22: 8:30 am – 3:00 pm
- Tuesday, June 23: 8:30 am – 11:00 am
- Wednesday, June 24: 8:30 am – 3:00 pm
- Friday, June 26: 8:30 am – 12:00 pm

In previous years, timetable changes have often taken place in August. This year, we are moving this process earlier by releasing timetables in mid-June and completing changes by the end of June. This approach is intended to provide students with greater clarity and stability heading into the next school year.

If these dates are not suitable, Student Support Services may be able to meet with students in advance of these dates, depending on availability.

There will be no timetable changes available in August. Students will need to make their changes in June. If on the rare occasion a student needs a change after June, they will have to see their counsellor in September.



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## Important:

- ✓ A completed timetable change form **must** be brought to the appointment.
- ✓ Students under 18 must have a parent/caregiver signature.
- ✓ All course changes must be completed in person with a student support services staff.

## Parent/Caregiver Acknowledgement:

I have reviewed and discussed the requested timetable changes with my child and support these requests. I understand that changes may not be possible due to:

- Full classes
- Scheduling conflicts with other courses
- Missing prerequisites or introductory courses
- Grade appropriate courses

Parent/Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For School Use** – Counsellor/Resource: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note that timetable changes will only be made for grade appropriate courses.