



110, 2700 67 Street
Red Deer, AB
T4P 1C2

Phone: 403-341-4423
Fax: 403-341-5574

stjosephhigh.ca

Dear Parents/Guardians:

June 12, 2020

Re: Student Timetable Change - New Process

As a new school community, we are constantly evaluating our practices and engaging our stakeholders. Recently, we asked parents for general feedback during our November Parent/Teacher Interviews. We had a number of parents share that the student timetable change process is cumbersome and frustrating. We also asked students and students agreed that the lineups are long and the process is frustrating. As a result of this feedback, our school administration team set out to explore a new process. When we examine why student timetable changes occur, we developed a list that we set as a guide. This would ensure that any new process would meet these desired outcomes. The outcomes listed below are typically the reason we complete timetable changes.

Outcomes

- You have passed a course independently/online elsewhere.
- You need to fulfill graduation requirements.
- You need to balance academic demands across semesters.
- You need a particular course to meet your post-secondary entrance requirements.
- You have 'See Counsellor' in one of your periods
- You have an incomplete timetable.

With a desired outcome to eliminate lineups in August and February, we will be implementing a new process starting in September 2020. The goal of this new process will be to ensure timetables created for the start of the year are complete and meet the students' academic requirements. To this end, we will follow this procedure.

1. School Counsellors will review all student timetables in June. These student timetables will be complete, balanced and take into account students request data completed in March. Students will have access to their timetables in August within the PowerSchool portal and a hard copy will be supplied on the first day of school.
2. For students who require a timetable change for one of the reasons listed above, students can submit a form requesting a change which will be forwarded to school counsellors. Counsellors will evaluate the request and report status back to students once complete.
3. Students are unable to make timetable requests for:
 - Specific teachers
 - Classes in specific periods
 - Spare(s) in specific periods

We would like to extend a huge thank you to our stakeholders for feedback. We look forward to implementing this new process and getting feedback.

School Administration Team.

Graeme Daniel / Teresa Borchers / Ian Stang