LOYOLA CATHOLIC SECONDARY SCHOOL

**REQUEST FOR COURSE CHANGE 2025 - 2026**

**Student Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is to be routed as follows:

* The student writes his/her reason for request
* Parent/Guardian signs to indicate approval
* The counsellor will speak with student/parent virtually and make changes if applicable

Please change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Course name and course code) (Course name and course code)

Please change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Course name and course code) (Course name and course code)

**Are you an SHSM student?**  **YES**  **NO**

**Reason(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If student is under 18 years of age) (If student is 18)

**\* GUIDANCE OFFICE USE ONLY\***

Less than 8 credits 

Textbook Returned 

**Students are required to follow their original timetable until officially notified that the change has been approved. This form is neither a release from nor admission to class.**

Change(s) Approved

**N**

**OT Approved**

**REASON:**

May conflict with another course

Missing the Pre

-

requisite

Course NOT available (filled or cancelled)



Waitlist

Counsellor

Signature:

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

Date \_\_\_\_\_\_\_\_\_\_

\_

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