



Port Credit Secondary School

May 7, 2019

Immediate action required due to 2019-20 course cancellations

Due: Fri. May 10th

Dear Port Credit Student and Parent/Guardian:

During the staffing process, there were a number of courses cancelled due to the mandated increase in secondary class size. This letter is to inform you that we will need to collect alternate course choices (for every student in the school) to assist with 2019-20 timetable building and course conflict resolution - in a timely manner. We require all students, to complete this request, by providing us with their **top three** choices of what is currently available. This can be done on the reverse of this letter. All students will receive a copy of their status sheet, which shows next year's course options, to assist with this process.

The following link gives you access to Port Credit S.S.'s pages of *Chart Your Course*, and is posted on our school website:

http://schools.peelschools.org/sec/portcredit/Documents/PCSS_CoursesWithCancellations_FullCourses_2019_20.pdf

The document clearly shows the cancelled courses (in red) as well as courses that have been reduced in section allocation (in yellow). Students are asked not to choose those courses in red and/or yellow as their alternates. Most students, in the school, will be affected by either a course cancellation or a course which is now over capacity due to reduced section allocation. To this end, there is a probable chance that one of the three alternate choices will be substituted for a previously-chosen course.

Please understand that we will endeavour to provide each student with their preferred choice. However, there is no guarantee. All staff will do their best to support students/parents and guardians through this process. Please note, due to timelines, the guidance department will be focusing on supporting student pathways due to these cancellations/over capacity choices. Until notice is given to students, changes to optional courses will not be addressed.

We respectfully ask that you submit this form (to your homeform teacher) by **Friday, May 10th**. This will occur during the second period of the school day. If these alternate choices are not received by Friday, your Guidance Counsellor will be in a position to make choices for you. As such, it is imperative the form is turned in.

Jeff Schust
Principal, Port Credit Secondary School

Student Name: _____

Student #: _____

Homeform: _____

My top 3 alternate course choices, in order of preference, are:

Alternate Course Choice #1	Alternate Course Choice #2	Alternate Course Choice #3
Course Code	Course Code	Course Code
Comments:		

Parent Signature

Student Signature