

Dear Carson Graham Families,

Students should have received their 2026–27 timetables today, and we are looking forward to beginning regular classes tomorrow. Tomorrow's Block Rotation: **5 – 6 – 7 – 8**. Students should review their timetable before arriving at school and be prepared to attend their scheduled classes. Please ask them to take pictures if possible of their schedules.

Course Change Requests

As we begin the school year, we recognize that some students may have questions or concerns about their timetable. Please be aware that Carson Graham is currently full, and many individual classes are also at capacity. As a result, course changes are unlikely. The timetable was built based on the course requests students submitted last spring. Students who need to request a course change may do so using the **Course Change Request QR code** posted outside the Main Office and Counselling area. Students must be in the school building to scan the QR code and access the online request form.

Once submitted, requests will be placed in a virtual queue, and counsellors will contact students directly through Microsoft Teams regarding the status of their request.

Please note the following:

- **Deadline:** All Course Change Requests must be submitted by **Friday, September 25 at 3:00 p.m.**
- **Process:** To ensure the process is fair and equitable for all students, **only requests submitted through the online Course Change Request form will be considered.** Requests emailed directly to counsellors or made in person will be redirected to the online form.
- **Criteria:** Given the limited space in the timetable, course changes will only be considered for:
 - **Incomplete timetables** (missing courses)
 - **Missing graduation requirements**

Requests based on teacher preference, placement with friends, or other personal preferences will not be considered. As students and families were reminded during course programming in February, course selections should have been made carefully, as the school timetable and staffing are built around those requests.

We appreciate your patience, understanding, and support as our counsellors work through requests as efficiently and equitably as possible.

Regards,
Carson Graham Secondary