



RICHMOND SECONDARY SCHOOL

"Home of the Colts"

COURSE ERROR FORM 2024–2025

*****COMPLETE & RETURN ONLY IF YOU HAVE A COURSE ERROR*****

Be advised that your timetable electives may change

NAME: _____ PUPIL #: _____ GRADE: _____

INTERNATIONAL STUDENT PROGRAM? YES NO CELL #: _____

- Requesting a course change may impact placement of other courses in your timetable.

This form will only be reviewed for course changes that fall into one (or more) of the categories listed below.

➤ **Please check all boxes that apply:**

1. I have an incomplete schedule for one or more of the following reasons:
- I have less than 8 courses.
 - I have multiples of the same course.
 - I am in the wrong grade level course.
2. I am missing a course that is needed for me to complete my high school graduation.
3. I am missing a course required for post-secondary (applies only to grade 11s and 12s).
4. I have changed my summer school plans which now affects my scheduled courses for next school year.

➤ **Fill out this section if you require or are requesting a course error change.**

Incomplete forms will not be processed. (Parent/Guardian signatures are required.)

We will do our best to accommodate all requests.

NO.	COURSE TO DROP	CHANGE TO	ALTERNATIVE
1			
2			

DATE

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

*****Course Error Forms are due no later than Tuesday June 25 @ 3:00 PM*****
Return completed forms to the designated box outside of the Counselling Office.