



Caledonia Secondary School  
3605 Munroe Street, Terrace BC V8G 3C4  
Phone: 250-635-6531 <http://caledonia.cmsd.bc.ca>

## **Course Change Request Form Instructions**

1. Reference the Master Schedule under the Parent menu for the list of possible courses available in the block you are looking for a course change.
2. The Course Change Request form is a fillable PDF. You can type your information in the fields for the quarter and block that you would like a course change. The form is split into quarters (Q1, Q2, Q3 & Q4). Make sure you read the master schedule carefully to ensure that the course you want to drop and add are in the same quarter and block.
3. When you have finished filling in the form, save it to your computer. You can then email the completed form to your counsellor. If you do not know who your counsellor is, you can see on the form according to your last name.
4. Counsellors will be in touch with you by email, Microsoft Teams, or text when they have been able to review your request and see if it can be fulfilled.