



June 2019

SENIOR YEARS TIMETABLE COURSE CHANGES

Although we try to satisfy all course requests at the time the school schedule is constructed, it is not possible to satisfy every request due to conflicts, class size and other issues.

If a course change is being requested, please note the following two options:

1. Email

- Timetable changes can be made via email **by a parent/guardian only**.
- Please send email request to eesstimetablesy@sunrisesd.ca between **Monday, August 26** and **Wednesday, August 28, 2019**.
- The emails will be reviewed and processed accordingly (by date and time received) on Thursday, August 29, 2019.
- Emails sent to eesstimetablesy@sunrisesd.ca prior to Monday, August 26 and after Wednesday, August 28, 2019 will not be reviewed/processed.

2. In-Person Meeting

- If you require an in-person meeting, you can book it through our online School Interviews system.
- The link is <https://www.schoolinterviews.ca/> and the login code is **axp36**
- **The appointment date for an in-person meeting is Friday, August 30, 2019.**
- The online bookings will be open on Monday, August 26 at 9:00 am and will close on Thursday, August 29 at 4:30 pm. If you do not have an email address, please contact the school to book your appointment.
- If a parent is not able to attend the appointment, please send a note with your child outlining the changes requested.
- Please be advised that only one appointment will be permitted per student, please come prepared.

You can view the *Master Timetable Course Schedule* on our school to website to help prepare your request.

In order to minimize course disruption during school start-up, we will be finalizing course changes by **Friday, August 30, 2019**.

Thank you for your co-operation and understanding in this matter.

ÉESS Admin Team