



June 2020

## **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](mailto:eesstimetablesy@sunrisesd.ca) between **Monday, August 17** and **Friday, August 21, 2020**.
- The emails will be reviewed and processed accordingly (by date and time received) on Tuesday, August 25, 2020.
- Emails sent to [eesstimetablesy@sunrisesd.ca](mailto:eesstimetablesy@sunrisesd.ca) prior to Monday, August 17 and after Friday, August 21, 2020 will **not** be reviewed/processed.

### **2. Phone Call Appointment** (in-lieu of in-person meeting)

- If you require a phone call appointment, you can book it through our online School Interviews system.
- The link is <https://www.schoolinterviews.ca/> and the login code is **xtfmr**.
- The appointment date for phone call appointment is Wednesday, August 26, 2020.
- The online bookings will be open on Monday, August 17 at 9:00 am and will close on Tuesday, August 25 at 4:30 pm. If you do not have an email address, please contact the school to book your appointment.

To help prepare your request, please see our *Master Timetable Course Schedule* posted on the school website.

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

ÉESS Admin Team

**SUBJECT TO CHANGE BASED ON FUTURE DIRECTIVES  
FROM THE PROVINCE AND DIVISION**