

September 2022

SCHOOL START UP: Timetables, Summer School Report Cards, etc.

Guidance staff will be addressing timetable issues starting September 7th **in this order of priority**. We anticipate that it will take us at least the first week of school to resolve all of the timetable issues associated with school start-up. Listen carefully to the announcements during this time. Guidance counsellors will be calling students by alpha to the guidance office in the order listed below. You will **not** be able to schedule guidance appointments until we have finished this process and all students have complete timetables (4 courses per semester for grades 9 – 11 and a minimum of 3 courses per semester for grade 12 students).

Priority #1- Addressing incomplete/problematic timetable (no course switches are available while these issues are being addressed)

- 1) Grade 9 students - fewer than 4 courses per semester or multiple courses in a period
- 2) Grade 10 students - fewer than 4 courses per semester or multiple courses (other than civics & career studies) in a period
- 3) Grade 12+ students who are returning for another semester - fewer than 3 courses or multiple courses in one period
- 4) Grade 10 students who have a course on their timetable but are missing the prerequisite
- 5) Grade 11 students - fewer than 4 courses per semester or multiple courses in a period
- 6) Grade 11 students with MCF3M and MCR3U in the same semester or in the wrong order
- 7) Grade 12 students who have 4 courses and want to drop one course in a semester (NO switches at this point)
- 8) Grade 12 students - fewer than 3 courses per semester or multiple courses in a period
- 9) Grade 12 students who have a course on their timetable but are missing the prerequisite
- 10) Grade 12 students requiring night school/ day school eLearning
- 11) Grade 11 students who have a course on their timetable but are missing the prerequisite

While guidance counsellors are resolving these school wide issues they will NOT be able to respond to individual student emails/requests regarding timetables.

Priority #2 - Addressing student requests for course switches -

Once guidance counsellors have completed the 11 steps outlined above, we will attend to students requiring a course change. We will let students know when Priority #1 issues have been resolved and are ready to move to Priority #2 issues. The procedure for requesting a course change will be posted on the guidance Google classrooms as well as on the school website under the guidance department banner.

Course changes at this point in the course selection cycle are limited. Requests for a timetable change will be considered if the request falls within the eligibility criteria:

GRADE 12 STUDENTS

- Requirement of one or more science courses or math courses for desired post-secondary career pathway
- Removal of a science course(s) or math course(s) as no longer required for post-secondary career pathway

- Need for a Group 1, 2 or 3 credit to fulfill OSSD requirements
- Requirement of 7th or 8th course to bring credit total to 30 by June 2023

GRADE 11 STUDENTS

- Desire to change post-secondary pathway (from university to college/apprenticeship or vice versa)
- Requirement of one or more math or science courses for desired post-secondary career pathway

GRADE 10 STUDENTS

- Request for an elective course that is a prerequisite for a grade 11 course in that same discipline

GRADE 9 STUDENTS

- No changes to timetables as timetables are pre-set with a majority of compulsory courses

We are **unable** to accommodate the following requests:

- Filling spaces for grade 12 students who completed a summer school course to reach ahead (night school is an available alternative)
- Moving courses from one semester to another
- Moving courses from one period to another
- Switching one section of a course for another based on specific teacher requests

Please note: How quickly guidance counsellors are able to proceed through this priority list will depend upon many factors. We will do our best to address your concerns. We are working with *Power School*, a new student information system adopted by the TDSB for all schools. With the introduction of any new computer system, there will be challenges to be met and many issues to be resolved. We apologize for the inconvenience that this may present for students.

SUMMER SCHOOL REPORT CARDS

Your official student record must contain all your report cards. You may be unable to remain in a course if we do not have your summer school report card to prove you have the prerequisite. Deposit your summer school report card in the drop box on the table located outside the guidance office. Please ensure you submit your report card in the first week of school. (Make a copy to keep for your own records first!)

40 HOURS COMMUNITY VOLUNTEERING

In order to graduate, students must complete 40 hours of community volunteering. Visit the [guidance tab of the SATEC website](#) for information and for an electronic copy of the form. You can pick up a hardcopy of the community involvement form on the table located outside the guidance office. Deposit your completed student involvement form in the drop box on the table located outside the guidance office.

Troubleshooting

Concern	Solution
I didn't get a timetable	On the first day of school when you enter the building

	you can pick up a hardcopy of your timetable if you did not receive it electronically. After the first day, you will need to visit the main office to request one.
I don't have the prerequisite for one of my courses	This is one of our priority tasks. Listen carefully to the announcements in the first week of school.
I didn't complete my summer school course(s) or I completed the course but did not pass it.	This means you may not have a prerequisite for a course currently on your timetable. This is especially true if the course you did not complete is an English, math or science course. Be sure to listen to the announcements in the first week as this will need to be fixed.
I didn't choose a particular course that is on my timetable	Please remember that the choices you made in myBlueprint are 'requests' and that many factors are involved in determining whether you get your preferred courses (i.e. whether the course actually runs, if there is space in the course and whether the course conflicts with any other of your choices). Our focus is always ensuring that students have a full course load, and as such, many of you will discover courses on your timetable that are not of your preference.
I am in grade 12 and I want to drop a course	See Priority #1 - 7th step
I want to replace a course with another one	This falls under Priority #2. After all Priority #1 steps have been completed, guidance counsellors will address these concerns. Please read below to determine whether your request will be eligible for a course change.
What do I do while I am waiting for an answer about my courses?	You must remain in, and attend each of the courses on your timetable until you have been advised by a guidance counsellor that you are enrolled in a different class.
How long will it take for counsellors to complete the Priority #1 steps?	We know you are anxious to get into the courses you need as quickly as possible, but this process will take time. We cannot say how long this will take as there are too many variables at play. Please be patient exist emailing your guidance counsellor as this just slows down the process by adding additional work for us.
I am a senior student and I need a night school course	As soon as we get all the night school information we will post it in the Guidance Google classrooms and on the website. Night school is available for senior

	students who cannot be timetabled into a course at SATEC
I am a senior student and I am interested in taking a day school e-Learning course	Please go to www.creditprograms.ca to see the details and course offerings for Sem1. You may have to be patient while the new system is in place before requesting a course. Guidance counsellors will need to approve these requests once they happen.
What do I do with my summer school report card?	Your official student record must contain all your report cards. You may be unable to remain in a course if we do not have your summer school report card to prove you have the prerequisite. Deposit your summer school report card in the drop box on the table located outside the guidance office. Please ensure you submit your report card in the first week of school. (Make a copy to keep for yourself)
I completed some of my volunteer hours over the summer. What do I do now?	We will require a completed Community Involvement Form . Please submit it to your guidance counsellor using the drop box on the table outside of the guidance office.
How do I opt out of the provincial government's requirement of 2 e-Learning courses?	The provincial government's mandate requiring students to take 2 e-Learning courses applies only to students currently in grades 9 &10. There is also an opt-out provision. Click on the links for information about this, as well as the TDSB Opt Out/Withdrawal Form . If you are opting out of the requirement to complete 2 e-Learning courses, you are still able to do e-Learning. Please ensure that you submit your Opt Out/Withdrawal Form to us using the drop box located outside the guidance office.

JOINING THE GUIDANCE GOOGLE CLASSROOM

Please refer to the following codes to join the Guidance Google Classroom. You must sign up for the grade that corresponds to the one you are in currently.

Grade 9 - ufe3zr5

Grade 10 - nwtf6go

Grade 11 - eckldym

Grade 12 and 12+ - ewrmqid

YOUR GUIDANCE COUNSELLOR

During the school start up period, you will not necessarily have a particular guidance counsellor as we work as a team to get the semester started. Once school start up procedures are completed you will have a guidance counsellor that corresponds to your last name. Please see the table below for your counsellor.

Guidance Counsellor	Students with Last Name
Mr. Marino	A to G <u>and</u> Z
Ms. Noble	H to N
Ms. McVannell	O to Y
Ms. Woodside is the guidance secretary who can assist students with requests for transcripts, credit counselling summaries and other school related documents. angel.woodside@tdsb.on.ca	

Thank you for your patience and understanding as we work to get you set up for a successful school year.

The Guidance Team