



# SPRINGBANK COMMUNITY HIGH SCHOOL GUIDANCE DEPARTMENT



## Student Timetables and Timetable Changes

PowerSchool has electronically generated student timetables for the 2018-2019 and will be available to view on Powerschool Thursday, August 23, 2018 at 12:00pm.

The primary goal is to ensure all students have their required courses and a balanced timetable. If a student has a balanced schedule with the courses required, that is considered a **complete timetable**. Teacher/friend requests are not processed.

The following is the process for student timetable changes for the fall of 2018:

1. Student timetables will be posted on **PowerSchool** <https://ps.rockyview.ab.ca/public/home.html>  
The master timetable will be posted on the SCHS under the Guidance tab. <http://springhs.rockyview.ab.ca/departments-folder/guidance>
2. Before booking an appointment, please be sure the desired change is possible by viewing the master timetable via the link above. Students should create a Plan A and a Plan B and bring these plans to the appointment. Appointments are only 15-minute time slots; therefore, students must know their required courses and have their Plan A and Plan B completed. In many cases, classes are full at the time of posting. Wait lists may be created but spots are not guaranteed.

**\*\*Please note: post secondary planning is not available during these appointments\*\***

3. **Timetable changes must be made by appointment using Conference Manager which open on Thursday, August 23<sup>rd</sup> at 12pm.**  
This will include in-person meetings or a scheduled conference call. Please use the following link to book the appointment. You will need to create an account if you have not already done so.  
<https://schs-guidance.schoolsoft.com/login.jsf;jsessionid=993B81317F3FC8E8FD1C1E74F5B0AAB1>

**Due to the volume of inquiries, e-mail and phone requests cannot be accommodated.  
All appointments must be made on-line.  
If appointments are full, changes will be addressed the first week of school in group sessions.**

### Timetable Change Appointment Schedule:

Gr. 12's are the priority due to necessary instructional minutes and pre-requisites for post-secondary pursuits.

Grade 12s only: August 24, 27, 28

Grade 12s only: September 4 "Drop-In" (9am-11am & 1pm-3pm)

Grade 11s only: August 30<sup>th</sup> and 31<sup>st</sup>

After August 31<sup>st</sup>, appointments will no longer be taken. Timetables will be discussed and reviewed in Advisory on September 5, 2018. Timetable changes will be done grade by grade, in the Learning Commons September 5-7: refer to chart on 2<sup>nd</sup> page. Once a student's timetable has been changed, he/she cannot make another change until all initial student requests have been addressed.

Due to the cohorting of the incoming gr. 9's, timetable changes are limited. Any inquiries will be addressed in Advisory with the opportunity to make changes on Friday, September 7.

Thank you for your patience and understanding during this busy time. There are approximately 750 students and limited personnel. Therefore, there needs to be a fair and clear process in place. Please respect this process.

Sincerely,  
The Guidance Team  
Tracey Lambie – Gr. 11&12  
Pam Smid – Gr. 9&10  
Carla Cochran – Career Advisor  
Josilynn Thiessen – Office Admin



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**Schedule for Timetable Changes**

Date	Grade 12	Grade 11	Grade 10	Grade 9
Friday, August 24	By Appt. Only			
Monday, August 27	By Appt. Only			
Tuesday, August 28	By Appt. Only			
Thursday, August 30		By Appt. Only		
Friday, August 31		By Appt. Only		
Tuesday, September 4	Learning Commons			
Wednesday, September 5		Learning Commons		
Thursday, September 6			Learning Commons	
Friday, September 7				Learning Commons