



CHECK YOUR TIMETABLE

All students in grade 9, 10, 11 and 12 must know their schedule **before** they return to school next week. Students should log into the [MyEducation Portal](#) (via computer or phone) after 9am on September 3rd, 2021 to CHECK THEIR TIMETABLE.

INSTRUCTIONS

Instructions for students to check their schedules can be found [here](#). Instructions for parents to see student schedules can be found [here](#).

- **Remember, if you are checking your timetable on your phone, you must load the desktop version of the website. The 'Schedule' tab is not accessible on the mobile site.*
- *Grade 8's You will be receiving a printed schedule on September 7th in your period 1 class at 10:15 am, more information to follow by email.*

There will be NO HOMEROOM LISTS POSTED for Grs 9-12 at building entrances and NO TIMETABLE distribution in classes except for Gr 8s on Sept 7th in you period 1 class. Grs 9-12, please print your timetable at home or save a picture of it to your camera roll for easy access.

Timetable Adjustment Requests:

Timetable adjustments will only be considered for the following reasons:

1. New registrants and senior students who need courses to meet graduation/ post-secondary requirements
2. Students who are missing blocks
3. Students who have been scheduled into the wrong grade level of a course
4. Students who are in courses for which they already have credit
5. Students who have extremely unbalanced timetables (ex. 4 academics in one semester).

If one of the 5 situations above describes your timetable, please complete the Timetable Adjustment Form online that will be posted on the school website after **9 am, Sept. 3rd, 2021**. This online [Timetable Adjustment Form](#) must be completed by latest **September 10th by 3pm**. ***Counsellors will advise you of your course change(s) VIA YOUR TEAMS EMAIL address. Please check your email regularly. Please continue to attend your scheduled classes until you hear from your counsellor. If you have not heard from your counsellor within 2 days of submitting the online form, please email or call your counsellor to check on the status of your request.***

Counselling Team:

Ms. Westinghouse	Last Names (A – I)	Rosa.Westinghouse@burnabyschools.ca
Ms. Lawrence	Last Names (J-Oh/ Indigenous)	Becky.Lawrence@burnabyschools.ca
Mr. Steko	Last Names (Oi-Wal/ BWC/WC)	Ivan.Steko@burnabyschools.ca
Ms. Loong	Last Names (Wam-Z/ International)	Oralie.Loong@burnabyschools.ca

PLEASE DO NOT LINE UP OUTSIDE STUDENT SERVICES for COURSE related questions or changes. Please fill out the online Timetable Adjustment form. Thank you!