

Mackenzie Student Services : Timetable Pick-Up

Hello Mackenzie Community and Welcome Back for the 2022/2023 School Year!

Please review the information below regarding timetable pick-up for the 2022/2023 school year. The process for pick-up varies depending on grade, so please review the information below carefully.

Grade 9 Students

We will be welcoming our new Grade 9 students on **Thursday September 1, 2022** from **10:00AM to 12:00PM** for some welcoming activities and a tour of the school. Grade 9 students will also receive a copy of their timetable and will be able to locate their classes.

Here is a brief overview of the morning's activities:

- 10:00AM - Arrive at Mackenzie
- 10:30AM - Presentation in Cafeteria
- 11:00AM - Tour of School
- 12:00PM - Dismissal

Grade 10 to 12 Students

Students entering Grades 10, 11 and 12 can pick up a physical copy of their timetable on **Tuesday August 30, 2022**. Timetables will be picked up in **the Cafeteria** during the following times:

- 9:00AM to 10:00AM - Grade 10 Students
- 10:00AM to 11:00AM - Grade 11 Students
- 11:00AM to 12:00PM - Grade 11 Students

*If a student is not able to pick up their timetable in-person, a friend/family member can pick up the timetable **with written permission from the student**.

If a student is unable to pick up their timetable on August 30, they can pick it up from Student Services on one of the following dates:

- Friday September 2, 2022 from 9:00AM to 12:00PM
- Wednesday September 7, 2022 before school

Timetable Change Requests

As in previous years, students requesting a timetable change will need to submit a request through a [Google Form](#). The Google Form will open from 12:00PM on Tuesday August 30, 2022 to 4:00PM on Friday September 9, 2022. Students who submit the form will be contacted by their counselor via email 1-2 weeks after you complete the form. The form will be available on the Guidance Google Classroom

- A NOTE ABOUT TIMETABLE CHANGES FOR THE 2022/2023 SCHOOL YEAR:
 - Timetable changes will be made in priority order.
 - Many elective courses are already full, and though your counselor will try their best timetable changes are not guaranteed as they are subject to space and availability.
 - In some cases, timetable changes will not be approved without the permission of a parent or guardian.
 - **You must continue to attend all classes on your original timetable** until you receive an updated timetable

Guidance Google Classrooms:

Grade 9: sixozqg

Grade 10: 6afo7et

Grade 11: 3ngnumv

Grade 12: cvkeyui