



ÉCOLE SECONDAIRE **KELVIN** HIGH SCHOOL

OVER 100 YEARS OF EXCELLENCE

155 Kingsway, Winnipeg, Manitoba R3M 0G3

Phone: (204) 474-1492 email: kelvin@wsd1.org Fax: (204) 453-2116

M. Davidson, Vice-Principal T. Cox, Principal M. Charbonneau, Vice-Principal



January 23, 2024

Dear Kelvin Families and Students,

We are looking forward to beginning a new semester with our students starting on February 5th. Due to an increase in enrollment, student/staffing needs and requirements for additional course availability; some changes have been made to our Semester 2 Timetables. **A link (with the current timetable) has already been sent today in a previous email.** We appreciate your patience and understanding as we ensure all of our students are off to a successful start to the new semester.

Below you will also find important information regarding how to book an appointment (virtual or in-person) for timetable changes.

How to Access Timetables

The link to access your semester II timetable has been provided to you today.

You will be able to click on the link and follow the instructions provided to access their timetable for the 2023/24 school year. Access will be provided until February 7th. Please print or download your child's timetable upon receipt. If you are unable to retrieve your timetable with the link or have received the wrong timetable in error, please contact the school (204) 474-1492. Another recommendation is for students to take a picture of their timetable with their phone.

Timetable Changes

Grade 9 Timetable Changes

Grade 9 timetable changes involving course selection are not possible due to the limited spaces and course availability. If you note your child has a duplicate course or a blank in their timetable (spare), please contact our office (204) 474-1492. We thank you in advance for your cooperation and understanding.

Grade 10 - 12 Timetable Changes

Students in Grade 10-12 who require changes and/or corrections to their timetable **MUST** meet the following criteria when booking a meeting with their guidance counsellor:

- Missing a compulsory course or a prerequisite
- Timetable is imbalanced
- Compulsory course is in the wrong language or program.



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Virtual Appointments for Grades 10-12 - January 26th to February 1st

Click on the [BOOKING LINK](#) and select an appointment time with your respective guidance counsellor. **If you receive a prompt asking for an event code, please use “gncmd”.** You will find the name of your assigned counsellor at the top of your timetable listed under ‘Advisor/Counsellor’.

Guidance Counsellors are:

Megan Donald mdonald@wsd1.org

Lise Simonsen lsimonsen@wsd1.org

Please note that Shannon Davison will be away. **Sue Hurley** shurley@wsd1.org will be replacing Ms. Davison during her absence.

In person Appointments for Grades 10-12 - February 5th to 7th

Students can book in-person appointments using the [Booking Link](#) or the QR system. QR code posters will be posted outside of the guidance office, main office and library. Students will receive an email confirmation to their WSD email. **If you receive a prompt asking for an event code, please use “gncmd”.**

If students are simply withdrawing from a course and do not require additional changes, the primary caregiver can email the guidance counsellor listed on their child’s timetable directly. **They do not require an appointment for this change.**

Start of Semester 2 and Exam Review Day

On February 5th, all students will follow their Day 1 Semester 1 timetable. Students and teachers will have time to share and to discuss semester 1 learning, projects and exam results. The morning will be abbreviated to fit periods A to E in the morning along with two virtual whole-school presentations about our registration process and courses for September 2024.

Important Registration Dates for the 2024-2025 School Year

February 5th - all updated registration information will be available on our website. This includes our school handbook, registration steps, and other pertinent information. [Kelvin website](#)

February 5th and February 9th - registration presentations for students in grades 9,10,11

February 15th - Kelvin’s Open House 6:30 to 8:00 pm.

February 16th - Kelvin’s Registration Link is open. Students may register for the next school year.

We look forward to a successful start to the new semester!

Kelvin Administration