



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



August 28th, 2023

Dear Kelvin Families and Students,

### **Welcome back to the 2023-24 school year!**

We are looking forward to welcoming back our new and returning students Wednesday, September 6th, 2023 for another exciting and successful school year. We hope all of our families have had a safe and restful summer!

Below you will find important information regarding your child's timetable for the upcoming school year. Please take time to read through the details on how to access your timetable and how you can request to meet with your guidance counsellor to discuss any changes and/or corrections that are necessary.

### **How to Access Timetables**

**The link to access your timetable has been provided to you in the original e-mail you received with this document along with instructions.**

Students 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 the listed expiry date. Please ensure that you either print or download your 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.

### **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 guidance office (204) 474-1156. 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.

### **August 29th to September 1st- Virtual Appointments for Grades 10-12**

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 "a8dxj"**. You will find the name of your assigned counsellor at the top of your timetable listed under 'Advisor/Counsellor'. *Here are the members of our guidance department for the 2023-24 school year:*

Shannon Davison [sdavison@wsd1.org](mailto:sdavison@wsd1.org)

Megan Donald [mdonald@wsd1.org](mailto:mdonald@wsd1.org)

Lise Simonsen [lsimonsen@wsd1.org](mailto:lsimonsen@wsd1.org)



WINNIPEG SCHOOL DIVISION



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**September 6th (PM ONLY) to September 8th - In person Appointments for Grades 10-12**

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.

Our goal is to complete all timetable changes by **Friday, September 8th** so that student learning can be maximized.

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.**

**Additional school information with important dates will be sent out next week to help families prepare for the upcoming school year.**

We hope you enjoy the remaining days of summer!

Kelvin Administration



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