

Administrative Procedures Manual	Administrative Procedure 203
	High School Course Sequence Transfers
Page 1 of 1	APPROVED: April 2018
	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 20, 60, 61, 113 Education Act Guide to Education ECS to Grade 12 Diploma Examination Program General Information Bulletin

Background

High school students generally take prerequisites in a certain sequence as outlined in the Guide to Education Early Childhood Services (ECS) to Grade 12. Grande Prairie Public School Division recognizes that, in some cases, students may transfer between routes at designated transfer points as outlined in the Guide to Education ECS to Grade 12.

Procedures

1. The high school principal shall make provisions which enable student to change course sequences, when necessary, to more appropriate levels of study.
 - 1.1. Course sequence transfer procedures shall be consistent with the Alberta Education guidelines and fall within the recommended transfer points as described in the Guide to Education ECS to Grade 12.
 - 1.2. Students must demonstrate successful completion of the curricular outcomes from which the level the student is transferring.
 - 1.3. Students enrolled in a diploma examination course, and who request a change of program sequence during the semester must do so within the specified dates in the Diploma Examination Program General Information Bulletin.
 - 1.4. Principals shall ensure that students and parents are made aware of: procedures by which students may request a course sequence transfer, the proper school official to which such a request must be directed, the timelines within which course transfers are permitted, and an appeal process.