

Course Requests  
Process for the  
**2025/2026**  
School Year Part IV



# Timeline for 2025/2026 Course Requests

Students must

**Tuesday, March 11<sup>th</sup>**

to make their course  
requests in Powerschool

**!!! Final Week !!!**

## Important 2025/2026 Registration Dates:

### !!!! IMPORTANT DISTINCTION IN THE REGISTRATION PROCESS !!!!

**Online Parent Registration Link** – This refers to the online forms that parents must complete through School Engage within PowerSchool. Alberta Education requires a new updated registration form for every student in the province each year. This requirement can be fulfilled by logging into your PowerSchool accounts between the designated dates and updating the information for your children. Detailed instructions will be provided in the registration opens in PowerSchool (March 10<sup>th</sup>)

Access where students log into

PowerSchool accounts  
at the time comes.

### LCI Students

Registration opens - Tuesday, March 11<sup>th</sup>  
Registration closes - Tuesday, March 25<sup>th</sup>

Current grade 9 students (Grade 10 Orientation) - Monday, March 10<sup>th</sup>  
Next Year Grade 10 Student Orientation Night - Tuesday, March 11<sup>th</sup> at 7:30 to 8:30 pm

### Student PowerSchool Course Requests Date

- Advisor Class PowerSchool Course Requests Process Refresher - Tuesday, March 11<sup>th</sup>
- PowerSchool Course Requests Opens to Students - Tuesday, March 11<sup>th</sup>
- PowerSchool Course Requests Closes to Students - Tuesday, March 25<sup>th</sup>

### Timetable Release & Timetable Change Requests

- Next year's timetables released to LCI students in Advisor class - Tuesday, May 27<sup>th</sup>
- Timetable change requests open (TEAMS message Next Year's grade level admin) - Tuesday, May 27<sup>th</sup>
- Timetable change requests submission deadline - Tuesday, June 10<sup>th</sup>





- Announcements
- Exam Schedules
- Academic Success
- Graduation Information
- Advisor Course Selection
- Grade 9 Option Courses
- Counselling
- Off-Campus Education Opportunities
- Learning Commons
- Supply Lists
- Scholarships, Post Secondary & Career Info
- Personal Device Guidelines



Quick Links



GREEN

**Parent Teacher Interviews**

Evenings of Thursday March 13<sup>th</sup> & the Morning of Friday, March 14<sup>th</sup>

Please book early as time slots will fill up quickly for visiting teachers. Booking is open from 8:00 am, Monday March 3<sup>rd</sup> to Noon, Wednesday March 12<sup>th</sup>.

### Parent Teacher Interview Booking

POSTED ON MARCH 4 2025

Online booking for Parent/Teacher Interviews opens at 8:00 am on Monday, March 3rd, the booking system will close at Noon on Wednesday, March 12th. You can get to the online booking system by clicking...

**Alternate Bell Schedule for Course Request Instructions in Advisor**

Class Block	Start/End Times	Total Minutes
Block 1	7:00 - 9:00	120 min
Block 2	9:05 - 10:10	65 min
Extended Advisor	10:15 - 10:45	30 min
Block 3	10:50 - 12:55	125 min
Lunch Break	11:00 - 12:00	60 min
Block 4	12:10 - 1:05	55 min
Block 5	1:00 - 2:45	105 min

Course Requests in PowerSchool Due by March 25<sup>th</sup>

### Alternative Bell Schedule for Tuesday, March 11

POSTED ON MARCH 10 2025

**New Grade 10's Parent &**

PowerSchool

Students and Parents Sign In. (Marks)

School Cash Online

Pay fees Online

Green to Gold Character Nominations

LCI Athletics Schedule

LCI Fine Arts Schedule

# Use the LCI Website to Help

All of this information, as well as the instructional video on Course Requests can be found on the LCI website by opening the drop down menu titled "Students" and clicking "Advisor Course Selection"





# Accelerating your Program

## For Current Grade 9 Students...

If you want to request a 20 level course in your grade 10 year you must fill out a “20 Level Request Form” and submit it to the office before March 25<sup>th</sup>

If you are interested in taking Scimatics, you must fill out an application form and return it to Mrs. Scott before March 25<sup>th</sup>

## For Current Grade 10 students...

If you want to request a 30 level course in your grade 11 year you must scan the QR code and fill out the MS Form to make your 30 level requests



**Scimatics Student Application Form**

Scimatics is a highly demanding, year-long academic course offered only by the Science department at LCI. Students who can live up to the academic rigor presented by this course, when finished, will receive high school credit for Science 10, Math 10C, and Chem 20. If you are interested in applying to take the Scimatics course, please fill in the form below and return it to Mrs. Jen Scott in room C311. We are asking for all applications to be in no later than Friday, May 12<sup>th</sup>.

**Scimatics Application form**

Student Name: \_\_\_\_\_

Student's Current Grade: \_\_\_\_\_

Recommending Math 9 Teacher Signature: _____	Recommending Science 9 Teacher Signature: _____
Math 9 Final Grade (N): _____	Science 9 Final Grade (N): _____

I understand that this course places a higher academic demand than most courses and if my marks, work ethic, and/or attendance drops below an acceptable standard, that I can be withdrawn from the course by the school. (please check off)

I understand that discussions with my grade 9 math and/or science teachers regarding the above criteria may also be a determining factor. (please check off)

Please write out a brief statement of why you feel you would be a good fit for this course. Please comment on your work ethic, study habits, and approach to learning. You can reference experience, hobbies, aptitudes, or future plans:

**LCI - Grade 10 Student 20 Level Request Form**

Student Name (First & Last): \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE LCI OFFICE BEFORE TUESDAY, MARCH 25<sup>th</sup>

This form is for students who would like to request a 20-level course in their Grade 10 year. LCI works hard to create timetables that will best serve the needs of each student. Although we may not be able to accommodate every request, the grade 10 administrator is committed to making an honest effort when requests are made. Please know that due to increases in the school population, we must limit the number of courses that students accelerate at each grade level. This is to ensure that all grade 11's have ample opportunity to get into the courses they need in their grade level, as well as to ensure that other grade 10 students have the opportunity to accelerate their program as well.

Please indicate what your top two choices of classes would be to accelerate if there is space in the classes to accommodate your request:

What is your top choice for a 20 level course you would take in Grade 10?		Your current grade in Science 9?	%
What is your 2 <sup>nd</sup> choice for a 20 level course you would take in Grade 10?		Your current grade in Math 9?	%
		Your current grade in English 9?	%
		Your current grade in Social 9?	%

Are you a French Immersion Student? Yes  No

Are you a Band and/or Choir Student? Yes  No

Are you a Dance Academy Student? Yes  No

Please check off which of the Maths & Sciences you plan on taking to the 30 level:

Biology 30

Chemistry 30

Physics 30

Math 30-1/2

Math 31

**!!! IMPORTANT NOTES !!!**

We cannot guarantee that just because you have requested the above 20 level courses, that we will be able to place you into them. We must reserve a certain amount of space for grade level students in those courses.



# Where to go for Course Requests?

Students must log into PowerSchool which can be done from the LCI website

Course Requests must be made in a browser (the app does not have course request capability)

You can log into PowerSchool by using the menu on the right hand side of the screen titled "PowerSchool"

This is where you need to know your login ID and Password

**Lethbridge Collegiate Institute**

About Students Parents Calendar Programs Contact Bookings

**GREEN TO GOLD**

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Lunch Break	12:35 - 12:55	20 min
Block 4	12:55 - 2:25	90 min
Block 5	2:35 - 4:05	90 min

Course Requests in PowerSchool Due by March 25<sup>th</sup>

New Grade 10's Parent & Student Information Meeting

# ***What if I don't make my course requests on time***

*Students have until*

***Tuesday, March 25<sup>th</sup>***

*to make their course  
requests in PowerSchool*

*If students do not make their course requests on time (this include filling out 20 or 30 level request forms) then two problems occur:*

*1<sup>st</sup> - The school will not have accurate numbers from which to build the master schedule and have enough class spaces available to the students that need them*

*2<sup>nd</sup> - You will not have a timetable and will be left with what ever classes are left over after all timetable changes have been made for other students*

