

AFNORTH International School

**Compulsory Credit Substitutions**

**Procedure**

1. The Canadian Course Calendar offers explanations regarding **Compulsory Credit Substitutions**.
2. If a student wishes to substitute a compulsory credit, he/she must first discuss the reasons for doing so with the Canadian Guidance Counselor on behalf of the Principal. If after discussion with the Guidance Counselor, it is deemed reasonable for the student to proceed with the possibility of substituting a credit course, the matter is presented to the Principal of the AIS Canadian Section.
3. The compulsory course substitution form is completed to document the substitution. The Parent/Guardian, the Principal and the Guidance Counselor then sign it.
4. One copy of the signed substitution form is then filed in the Documentation file of the OSR.
5. Each substitution is noted on the OST (Ontario Student Transcript).

Date: \_\_\_\_\_ Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Code of course requested to be substituted: \_\_\_\_\_

Name of course requested to be substituted: \_\_\_\_\_

Reasons for request to substitute a course:

Signature of Student requesting course substitution:

Signature of Parent:

Signature of Canadian Principal AIS:

Signature of Guidance Canadian Counselor AIS:

A copy of this form shall be retained in the Ontario Student Record (OSR) Each substitution will be noted on the Ontario Student Transcript (OST) Course Code