

# APPLICATION TO CHANGE SUBJECT YEAR 10

Name \_\_\_\_\_

**STUDENT TO COORDINATE THE COMPLETION OF SECTIONS 1 THROUGH TO 5 (ONE SUBJECT PER FORM)**

## STEP 1: PROPOSED SUBJECT CHANGE

<i>Subject Currently Enrolled in</i>	<i>Teacher's Name</i>	<i>Latest Reported Result/s</i>	<i>Request to Change Subject to</i>

### Tick reason for subject change

- Subject is not required for my career choices
- Subject is too difficult and need to make this change
- I have commenced a University or TAFE course or have started a School-Based Apprenticeship/Traineeship
- Other \_\_\_\_\_

## STEP 2: PARENT APPROVAL

I support my child's request for this subject change  Yes  No

Note: changing subjects may affect subject fees – enquire at Office

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Submitting this form does not guarantee the approval of these changes.  
Subject changes are not approved until students receive a new timetable.*

## STEP 3: HEAD OF DEPARTMENT OF PROPOSED NEW SUBJECT

Checked subject results  Yes  No

**APPROVED**  Yes  No *(If no, form to be given to Year Level Deputy for filing)*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STEP 4: HEAD OF DEPARTMENT OF DISCONTINUED SUBJECT

Level of achievement \_\_\_\_\_

**APPROVED**  Yes  No *(If no, form to be given to Year Level Deputy for filing)*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Turn Over**

**STEP 5: STUDENT SUBMITS CHANGE OF SUBJECT FORM TO ADMINISTRATION FOR CHECKING BY GUIDANCE OFFICER AND DEPUTY PRINCIPAL**

**Guidance Officer**

**APPROVED**  Yes  No

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Deputy Principal**

**APPROVED & PROCESSED**  Yes  No

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 6: Office Use Only**

SM Data Change      Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Accounts              Processed by: \_\_\_\_\_ Date: \_\_\_\_\_