APPLICATION TO CHANGE SUBJECT (Years 11 &12)

INDOOROOPILLY STATE HIGH SCHOOL

Family name:		Preferred first name:		Connect class:	

THE STUDENT IS TO COORDINATE THE COMPLETION OF SECTIONS 1 THROUGH TO 6 ON THIS FORM
WHEN COMPLETE WITH ALL REQUIRED SIGNATURES, STUDENT HANDS FORM INTO MAIN OFFICE FOR PROCESSING

STEP 1: PROPOSED SUBJECT CHANGE

Subject currently enrolled in:	Teacher's Name	Last report card / assessment mark (e.g. Sem 1: C or FIA2: 14/25)		Request to change subject to:
		Assessment / report card	Result	

Reason for subject change:

☐ Subject is not required for my career/tertiary choices

☐ Subject is too difficult and need to make this change

☐ I have commenced a University or TAFE course or I have started a School-based Apprenticeship/Traineeship

☐ Other: _____

Student Reflection: to be completed by student with parent/carer

☐ **QCE core eligibility:** I have checked that at least 3 of my subjects will have been studied over all of the 4 units of Year 11 and 12 (QCE CORE* eligibility).

☐ **ATAR eligibility:** I have checked that I will study a minimum of 5 General Subjects; or, 4 General Subjects + 1 Applied or, 4 General Subjects + 1 Certificate III/IV/Diploma VET subject to be ATAR eligible.

☐ **Literacy & numeracy requirement:** I am aware that to meet the literacy/numeracy requirements of the QCE, I need a unit with a *Satisfactory (C or above)* achievement in any English or Mathematics subject; or, complete an alternative course to satisfy Numeracy and Literacy requirements (e.g. QCAA numeracy short course)

☐ **Tertiary pre-requisites**: I am aware of the prerequisite subjects required for tertiary courses and/or vocational pathways I am interested in pursuing after school and have considered them in this subject change.

☐ **Parent/carer consent:** I have discussed these changes with my parents/carer.

*Vocational Education and Training (VET) subjects Cert II, Cert III or Cert IV contribute to Core.

STEP 2: PARENT/CARER APPROVAL

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

I understand that this proposed change will mean that my student will be: ☐ ATAR eligible   ☐ ATAR ineligible

- Submitting this form does not guarantee approval
- Subject change availability can be impacted by the line structure and available spaces in classes
- Subject changes are not final and approved until students receive a new timetable from their Connect teacher

Parent Name: _____ Parent Signature: _____ Date:_____

Please Turn Over

STEP 3: HEAD OF DEPARTMENT OF <u>DISCONTINUED SUBJECT</u>

If the student changes now, can they be rated by the discontinued subject?

☐ Yes. A result can be recorded in IndroDb and/or OneSchool for the current assessment/Unit

☐ No.   The student must be rated by the proposed new subject if they exit current subject now.

APPROVED ☐ Yes ☐ No (If no, HOD to communicate decision/reason to student)

HOD Name:_____ Signature: _____ Date:_____

STEP 4: HEAD OF DEPARTMENT OF <u>PROPOSED NEW SUBJECT</u>

Considering HOD advice in Step 3, make a decision about which subject will record results for the current assessment/Unit. Data Manager will ensure IndroDb

☐ New subject.

☐ Discontinued subject. Based on HOD advice in Step 3, the student would need to be rated by their old subject.

APPROVED ☐ Yes ☐ No (If no, HOD to communicate decision/reason to student)

HOD Name:_____ Signature: _____ Date:_____

STEP 5: GUIDANCE OFFICER

(Yr 11 & 12s must see GO for approval and checking of QCE eligibility and pre-requisites for preferred tertiary/vocational pathways)

APPROVED ☐ Yes ☐ No

GO Name:_____ Signature: _____ Date:_____

STEP 6: STUDENT SUBMITS SUBJECT CHANGE TO MAIN ADMINISTRATION

Deputy Principal

Subject change approved and processed: ☐ Yes ☐ No

Name:_____ Signature: _____Date:_____

STEPS 7 & 8: ADMINISTRATION

IndroDb & QCAA Portal updated by Data Manager: Signature: _____ Date:_____

AARA spreadsheet checked & updated by SS AO: Signature: _____ Date:_____

(SS AO stores completed form in hard copy student file)