

APPLICATION TO CHANGE SUBJECT

Name _____

Current Year Level _____

STUDENT TO COORDINATE THE COMPLETION OF SECTIONS 1 THROUGH TO 5

STEP 1: PROPOSED SUBJECT CHANGES

Subject Currently Enrolled in	Teacher's Name	Latest Result/s <i>GP = Good Progress; SP = Satisfactory Progress; UP = Unsatisfactory Progress or; A-E</i>				Request to Change Subject to
		UNIT 1		UNIT 2		
		IA1:	IA2:	IA3:	EA4:	

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: _____

Student Reflection: to be completed by Year 11 students with parents

- I have checked that at least 3 of my subjects will have been studied over the 4 units of Year 11 and 12 (QCE CORE* 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 if I wish to remain ATAR eligible.
 I am aware that to meet the literacy/numeracy requirements of the QCE, I need a semester with a *Satisfactory* achievement in any English or Mathematics subject; or, complete an alternative course to satisfy Numeracy and Literacy requirements (e.g. QCAA short course, Certificate II Skills for Work and Vocational Pathways)
 I am aware of the prerequisite subjects required for tertiary courses I am interested in studying after school.
 I have discussed these changes with my parents or carer.

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

STEP 2: PARENT APPROVAL

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

 I understand that this proposed change will mean that my child **will be ATAR eligible/ineligible (please circle)**

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.

Please Turn Over

STEP 3: HEAD OF DEPARTMENT OF DISCONTINUED SUBJECT

Checked subject results Yes No

Possible to rate this Unit Yes No Level of Achievement _____

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

Name: _____ Signature: _____ Date: _____

STEP 4: HEAD OF DEPARTMENT OF PROPOSED NEW SUBJECT

Possible to rate this Unit Yes No Checked class size of new subject Yes No

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

Name: _____ Signature: _____ Date: _____

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

Guidance Officer - Impact QCE/ATAR/VET

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: _____