

JUNIOR SECONDARY APPLICATION TO CHANGE SUBJECT

Name _____

Year Level _____

STUDENT TO COORDINATE THE COMPLETION OF SECTIONS 1 THROUGH TO 5

STEP 1: PROPOSED SUBJECT CHANGES

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

Student's reason for subject change

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 the student receives a new timetable.*

STEP 3: HEAD OF DEPARTMENT OF PROPOSED NEW SUBJECT

Checked class availability 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 DEPUTY PRINCIPAL

Deputy Principal

APPROVED & PROCESSED Yes No

Name: _____ Signature: _____ Date: _____

STEP 6: OFFICE USE ONLY

Accounts

Processed by: _____ Date: _____