

APPLICATION TO CHANGE SUBJECT

Years 11 & 12

Family Name:		Preferred First Name:		Connect Class:	
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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 DISCONTINUED SUBJECT

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 PROPOSED NEW SUBJECT

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

(Yrs 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)