Year 9/10 Change of Subject Request

Prior to any change of subject, this form must be fully completed and returned to the Senior Secondary Coordinator. A parent or Carer must also authorise the change.

Student’s name_________________________ Year: 9 10 (Circle) Date of request ____________

<table>
<thead>
<tr>
<th>Current Subjects</th>
<th>Keep</th>
<th>Drop</th>
<th>Enrol</th>
<th>Teacher approval</th>
<th>Reason for dropping or enrolment of subject</th>
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New Subject/s

|                  |      |      |      |                  |                                            |
|                  |      |      |      |                  |                                            |

Student Contract
I will commit to catching up on any missed work, as I understand that this is a condition of changing courses. I will meet all the course requirements, including homework and assessment tasks, and in no way detract from the classroom learning environment.
Student Signature: ____________________________ Date: ____________________

Parent/Carer approval: _________________________ Date: ____________________
Comments:

Senior Secondary Coordinator approval: _______________ Date of final approval: __________

Office use only

☐ Print & distribute new timetable (JW)

☐ Update School Pro & return to SSC (HJ)

☐ Update BOSTES (SSC)
Students,
Please follow the instructions set out below for using this ‘Change of Subject Request’ form:

1. Fill out your name, year and date.
2. List all your current subjects and number of units for each.
3. List any proposed subject to enrol in the lower area marked ‘New Subject/s’.
4. Tick appropriate box for each subject, both current and new (keep, drop or enrol).
5. For any subject that you intend to drop or enrol please collect the appropriate teacher’s signature. (Eg. Enrolling in Ag, you would seek a signature from the current Ag teacher)
6. Sign the student declaration.
7. Talk to your parents/carers and get them to sign and date in appropriate place.
8. Submit to the Senior Secondary Coordinator for final approval.

Once submitting your form, the Senior Secondary Coordinator will make steps toward changing your timetable and your Board of Studies online enrolment status.

Your ‘all clear’ to start your new or changed class is when you receive your new timetable.