Change of Subject Request

Prior to any change of subject, this form must be completed and returned to the Director of Learning Innovation. Parents or guardians must also authorise the change.

Student's name: ____________________________  Year: 9 or 10 (Circle)

Date of request: ____________________________

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

Do you plan to study at university? __________

What is your proposed career path? ____________________________________________

Parent/Guardian approval: ____________________________ Date: ____________________________

Director of Learning Innovation approval: ____________________________ Date: ____________________________

Office use only

DLI
☐ Notify relevant staff

Admin
☐ Update Edumate
☐ Print & distribute new student timetable
☐ Update BOS
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. (e.g. Enrolling in Ext 1 Maths, you would seek a signature from the current Ext 1 Maths teacher)
6. Total up the amount of units for your proposed list of subjects.
7. Answer the questions about ATAR and University.
8. Briefly outline your proposed career.
9. Talk to your parents/guardians and get them to sign and date in appropriate place.
10. Bring to the Head of Curriculum and Pedagogy for final approval.

Once submitting your form, the Head of Curriculum and Pedagogy will make steps toward changing your timetable and your Board of Studies online enrolment status.

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