
REQUEST TO CHANGE A SUBJECT – Yr 11/12

Student's Name: Form Class:

List of Present Subjects:

Eg. Jap A, Eng 4A, Ftv 1, Sci C

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Subject Change from: Subject Change to:

Are you eligible for an OP: Yes / No Will you still be eligible after the subject change: Yes / No

Checked BSSSS Student Assessment Record: Yes / No

Reason For Change:

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Student's Signature: Parent / Guardian's Signature:

No student is to attend any new subject until a new timetable and a purple Notification of Subject Change Slip has been issued from the office

OLD SUBJECT

Last Result:

Teacher:

Opinion Regarding Change:

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Assessment/Classwork Completed: Yes / No

Attendance:

Good / Satisfactory / Erratic / Unsatisfactory

Signature:

HOD Signature:

BSSSS Data: Level of Achievement:

Position in Band:

NEW SUBJECT

HOD:

Opinion Regarding Change:

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Signature:

Guidance Officer: NB:..... *Guidance Officer will not discuss the proposed change unless all sections above are fully completed and signed.*

Opinion Regarding the Change:

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Signature: Date:

Authorisation of Parent / Guardian: I agree with the above subject change. *(To be signed after reading teachers' comments above)*

Signature of Parent / Guardian:

Submit Request for Subject Change to the Deputy Principal for the final decision.