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# REQUEST TO CHANGE A SUBJECT – Yr 9/10

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Student's Name: ..... Form Class: .....

List of Present Subjects:

Eg. Jap A, Eng A, Sha A, Sci C

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Subject Change from: ..... Subject Change to: .....

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Reason For Change:

.....  
.....  
.....

Student's Signature: .....

Parent / Guardian's Signature: .....

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**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**

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<p><b><u>OLD SUBJECT</u></b> .....</p> <p><b>Last Result:</b> .....</p> <p><b>Teacher:</b> .....</p> <p><b>Opinion Regarding Change:</b> ..... .....</p> <p><b>Assessment/Classwork Completed:</b> Yes / No</p> <p><b>Attendance:</b> Good /Satisfactory /Erratic /Unsatisfactory</p> <p><b>Signature:</b> .....</p> <p><b>HOD Signature:</b> .....</p>
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<p><b><u>NEW SUBJECT</u></b> .....</p> <p><b>HOD:</b> .....</p> <p><b>Opinion Regarding Change:</b> ..... ..... ..... ..... ..... .....</p> <p><b>Signature:</b> .....</p>
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**Guidance Officer:**

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

**Opinion Regarding the Change:**

.....  
.....  
.....

**Signature:** ..... **Date:** .....

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**Authorisation of Parent / Guardian** I agree with the above subject change.

*(To be signed after reading teachers' comments above)*

**Signature of Parent / Guardian:** .....

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