

Subject Change Form

Student Name

Year

Date

1. Student initiates conversation/s with Teacher/ GO / HOD / Deputy Principal and Parents
2. Parent/Carer/Student downloads Subject Change Form from QACI website / Student SharePoint
3. Parent/Carer complete form with student
4. Parent/Carer saves as pdf and [emails to the HOD](#)

Subject to be discontinued		Subject to be taken up	
Subject to be discontinued		Subject to be taken up	
Student reason			
Parent / Carer Name			
Parent comments			

Approval Process

1. Follow up with student and teachers as required
2. Save as pdf and email to Year Level Deputy Principal

HOD / Guidance Officer		Date	
Comments			
Year Level Deputy Principal		Date	

Changed approved

Changed NOT approved

Effective Date

Admin use only

Line	Existing Subject	Line	New Subject
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
TOK		TOK	
EE		EE	

Deputy Principal

- Updated Student OneSchool Timetable
- Notify Teachers re subject change
- Email student with updated timetable
- Record on OneSchool
- (Carer/ Review and Monitoring) upload PDF attachment

IB Assistant

- Electronic Markbook Adjusted
- IBIS Updated
- QCAA Database updated