

# 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	Exit Subject	Exit Grade	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 Contact / Refer to GO & IB Assistant (Carer/ Review and Monitoring) upload PDF attachment

## IB Assistant / Curriculum Support

- Electronic Markbook Adjusted
- IBIS Updated
- QCAA Database updated