KEEBRA PARK STATE HIGH SCHOOL
SUBJECT CHANGE FORM

Name: __________________________ Year: ________ Date: ________

STEP 1 – STUDENT TO COMPLETE

Leaving Subject: __________________________
Subject Code: __________________________
Teacher: __________________________
Teacher Signature: __________________________
HOD Signature: __________________________

Tick reason for SUBJECT CHANGE:
☐ Subject is not required for my career choices
☐ Subject is too difficult and need to reassess options
☐ Gained a school based Apprenticeship/Traineeship
☐ Completing a Vocational Education Course (External)
☐ Personal/compassionate reasons:
This has been discussed with: __________________________
______________________________
______________________________

Your Signature: __________________________
Date: __________________________

STEP 2 – PROPOSED SUBJECT CHANGE

Subject : __________________________
Subject Code: __________________________

STEP 3 – HEAD OF DEPARTMENT APPROVAL

Subject request to enrol: __________________________
Subject Code: __________________________
HOD Name: __________________________
HOD Signature: __________________________

Subject Leaving: __________________________
HOD Name: __________________________
HOD Signature: __________________________
LOA ___________ 1 2 3 4 Semesters

STEP 4 – PARENT/GUARDIAN APPROVAL

ALL PARENTS: I understand that changes are subject to availability.
Parent Signature: __________________________

Year 7-10 – Go to step 6
YR 11 and 12 ONLY: I understand the changes made and acknowledge that the SET Plan has been updated to reflect my student’s career choices.
Parent Signature: __________________________

STEP 5 – GUIDANCE OFFICER OR HOD SENIOR SCHOOLING TO COMPLETE

☐ SET Plan Update  ☐ Read Subject Information

Guidance Officer/HOD Senior Schooling
Signature: __________________________ Date: __________________________
Additional Comments:

STEP 6 – RETURN TO DEPUTY PRINCIPAL

☐ Is waiting list required
DP Signature: __________________________ Date: __________________________

STEP 7 – COLLECT NEW TIMETABLE FROM D.P

OFFICE USE ONLY

☐ Change on One School Timetable
☐ Finance
☐ Yr 11 /12 SDCS