Subject Change form Years 11&12
Applications can only be submitted within 3 weeks of the commencement of a Unit of work.

Work Flow:

Parent submission Step 1	Student Engagement HoD Step 2	Sector DP Step 3A&B	Enrolments/Finance Step 3C

Student's Name:		Connect Class:	

Step One: Proposal (to be completed by existing Parent)

Reason for requesting a Subject Change:

☐ Gained a school-based apprenticeship / traineeship

☐ Completing a vocational education course (external) which equates to 4 or more QCE credits

☐ Other reasons: _____

Subject Change Requested:

Existing Subject/s: _____

_____

Change to

Proposed Subject/s: _____

_____

Parent Name: **Signature:**   **Date:**

Email to: **Year 11**: *cstew75@eq.edu.au*   **Year 12**: *spres40@eq.edu.au*

Step Two: SE HoD (consult with teachers and LA HoD as required) attach Tracking Record

Date Application received:

Application Supported: ☐ Yes ☐ No

_____
SE HoD

If yes, Date to be actioned in OS:

If no, reason:

QCE Tracking record updated and attached:
(RoC in OS – Careers – Monitoring and Review)

_____
Date

Please email to DP 10-12

Step Three: Processing

A) DP 10-12

Application Approved ☐ Yes ☐ No

_____
Deputy Principal   Date

If No: Reason application not approved: (email to SE HoD for follow up with parent)

If Yes:

Added to Subject Class / teacher   _____   _____

Removed from Subject class / teacher   _____   _____

                                           _____   _____

Action

B) Deputy Principal 10-12	✔	Staff Initial	Date
Data Entered in OneSchool - OS email to relevant teachers (Connect teacher, Subject Teacher(s))	☐		
Subject HOD and GO informed (Work Return/Attendance - extensions required) Email to Enrolments 10-12	☐ ☐		

C) Enrolments 10-12	✔	Staff Initial	Date
Enrol at BSDE / CTSDE / CapSDE if required	☐		
QCAA updated (Year 11 and 12 students)	☐		
DRC Informed	☐		
Finance Officer informed	☐		
Hard copy of this form on student file	☐		

Notes:

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