Subject Change form (elective/language/extension) **- Years 5-10**
Applications can only be submitted within 3 weeks of the commencement of a Unit of work.

Work Flow:

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

Student's Name:		Connect Class:	

Step One: Proposal (to be completed by parent)

Reason for requesting a Subject Change:

_____
_____
_____

Subject Change Requested:

Existing Subject/s: _____

_____

Proposed Subject/s: _____

_____

Parent Name:		Signature:		Date:	

Email to relevant year level/language Head of Department:
Year 5-10 Languages: aludw22@eq.edu.au (FRE, GER, JAP, SPN,) dzhan12@eq.edu.au (CHI, IND, ITL)
Year 7- 9: StudentEngagement_yr7toyr9@cairnssde.eq.edu.au
Year 10: StudentEngagement_yr10toyr12@cairnssde.eq.edu.au

Step Two: Head of Department approval (Consult with teachers as required)

Subject exiting: _____

_____

Subject entering: _____

_____

Application Supported: ☐ Yes   ☐ No   HoD Signature:

If yes, date for requested changes to be made: _____

Reason if no:

_____

_

_____ ***HOD to email relevant Sector DP*** _____

Phase Three: Processing

A) Sector Deputy Principal

Application Approved   ☐ Yes   ☐ No   _____   _____

Deputy Principal   Date

If no, reason application not approved: (and email to relevant HoD to discuss with parent):

_____

_____

_____

If Yes:

Added to Subject Class / Teacher   _____   _____

Removed from Subject class / Teacher   _____   _____

_____   _____

Action:

B) Sector Deputy Principal	✔	Staff Initial	Date
OneSchool Timetable - changes emailed to relevant teachers (Connect teacher, Subject teacher(s))			
Subject HoD and GO informed (Work Return/Attendance, - extensions if required) DP email relevant Enrolments Officer			
C) Enrolments Officer			
Enrol at BSDE / CTSDE / CapSDE if required			
DRC/Mailroom Informed			
Finance Officer informed			
Hard copy of this form on student file			

Notes:

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