



Subject Change form Years 11&12 (SOP 6F)

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
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Student's Name:		Connect Class:	
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Step One: Proposal (to be completed by 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 and 12 Senior SE HoD: StudentEngagement_yr10toyr12@cairnssde.eq.edu.au

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

Date Application received:

Application Supported: Yes No

Senior 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

Email to DP 10-12

Step Three: Processing

A) DP 10-12

Application Approved Yes No _____ Deputy Principal 10-12 _____ 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:
