



6F: 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:

Step 1 Parent submission	Step 2 Student Engagement / Languages HOD	Step 3A&B Sector DP	Step 3C Enrolments
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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: _____ _____ _____		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@caimssde.eq.edu.au Year 10: StudentEngagement_yr10toyr12@caimssde.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:
