Subject Change Form Years 5 – 12 (elective/language/extension subjects)

Applications can only be submitted within 3 weeks of the commencement of a unit of work.

Workflow:

Step 1 Parent submission	Step 2 Deputy Principal	Step 3 Enrolments

Step One: Proposal (to be completed by Parent)

Student's Name			Connect Class	

Reason for requesting a subject change:

☐ **Yr 10-12:** Gained a school-based apprenticeship/traineeship

☐ **Yr 10-12:** Enrolled in an external VET course which equates to 4 or more QCE credits

☐ Other reasons: _____

_____

_____

Subject change requested:

Current subject/s: _____

_____

Proposed subject/s: _____

_____

Parent Name:	Signature:	Date:

Once step 1 is complete, please email form to: DeputyPrincipal@cairnssde.eq.edu.au

Step Two: Deputy Principal

Date application received:	Application approved: ☐ Yes ☐ No
	Parent informed: ☐ Yes ☐ No

If no, reason:

If yes:	✓	N/A	Date
• Data entered in OneSchool – OS referral to relevant teachers (connect teacher, subject teacher/s)			_____
• *(Year 11 & 12 only)* QCE Tracking Record updated & copy emailed to parent. OneSchool contact recorded.			_____
• If extensions required – Subject HoD & GO informed (work return/attendance)			_____

Subject removed from:	Subject added to:

DP Name:	Signature:	Date:

Once step 2 is complete, please email form to relevant enrolment sector:
Prep - 6:Preptoyear6enrolments@cairnssde.eq.edu.au   Years 7-9: Year7toyear9enrolments@cairnssde.eq.edu.au
Years 10-12: Year10toyear12enrolments@cairnssde.eq.edu.au

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Step Three: Enrolments	✓	N/A	Initial	Date
• Enrolled at BSDE/CTSDE/CapSDE if required (Year 11 & 12 only) • QCAA updated (Year 11 & 12 only) • DRC informed • New subject charges invoiced • Subject change form uploaded to OS contact				