



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.

* Years 5 – 10: Term 1, 2 and 3 * Years 11 & 12: Units 1, 2 and 3

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:			<table border="1"> <thead> <tr> <th>✓</th><th>N/A</th><th>Date</th></tr> </thead> <tbody> <tr> <td>☐</td><td>☐</td><td>_____</td></tr> <tr> <td>☐</td><td>☐</td><td>_____</td></tr> <tr> <td>☐</td><td>☐</td><td>_____</td></tr> </tbody> </table>	✓	N/A	Date	☐	☐	_____	☐	☐	_____	☐	☐	_____
✓	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

September_2026_v2



**Queensland
Government**



Step Three: Enrolments	✓	N/A	Int	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	☐	☐		