

REQUEST FOR A SUBJECT CHANGE

Date Submitted: / /

Instructions:

1. Complete all sections of the form below, including collecting all necessary signatures.
2. SACE students need to complete the Pattern Check form on the back of this sheet. Students wishing an ATAR need to check if the change involves any precluded combinations or subjects with counting restrictions.
3. Once the form is completed pass it to your Year Level Leader who will check and sign it and forward it to the Director of Studies for processing.
4. Keep attending the current subject until you have received confirmation that your request was approved. If the subject change is approved you will receive a new copy of your timetable via your Home Group teacher.
5. If the subject change is not approved your Year Level Leader will contact you and let you know why.

Notes:

1. The subject change(s) will only be approved if:
 - All sections of the form have been completed correctly.
 - Appropriate reasons for the requested subject change(s) have been provided.
 - There is room in the class.
 - Any relevant Requirements for Success have been met.
2. Teacher Signatures do not need to be collected if the semester is yet to commence.

LAST DAY FOR SUBJECT CHANGES
 Semester 1 – Tuesday of Week 2, Term 1
 Semester 2 – Tuesday of Week 2, Term 3

PART 1 – YOUR DETAILS:

First Name: _____ Family Name: _____ Home Group: _____
 Student Signature: _____ Parent / Caregiver Signature: _____

PART 2 – REQUESTED SUBJECT CHANGE(S) – choose the correct line(s):

Line	CURRENT SUBJECT		Reason for Change (Attach additional sheet if insufficient room)	NEW SUBJECT	
	Subject Name	Teacher		Subject Name	Teacher
1					
2					
3					
4					
5					
6					
7					

PART 3 – APPROVALS:

Home Group Teacher Signature: _____ Year Level Leader / IB Coordinator Signature: _____ Date: _____
 Request: **APPROVED / NOT APPROVED / PARTLY APPROVED**
 Director of Studies Signature: _____ Date: _____
 Reason if subject change is not approved / partly approved (form to be returned to student by YLL): _____

PART 4 – OFFICE USE ONLY – Data Manager to complete

- Entered in Timetabler
 Timetable Printed
 FTE changed in EDSAS (if applicable)
 SACE Coordinator Notified (if applicable)

SACE PROGRESS CHECKER

(200 Credits are the minimum needed to complete the SACE Requirements)

STAGE 1 COMPULSORY REQUIREMENTS

Subject	Result	Potential	Credits
Personal Learning Plan (PLP)	C or better	10	
Numeracy	C or better	10	
Literacy 1	C or better	10	
Literacy 2	C or better	10	
SUB TOTAL		40	Target 40/40

STAGE 2 COMPULSORY REQUIREMENTS

Subject	Result	Potential	Credits
Research Project	C or better	10	
	C or better	20	
	C or better	20	
	C or better	20	
SUB TOTAL		70	Target 70/70

STAGE 1 and STAGE 2 FREE CHOICE SUBJECTS

(Note – To obtain an ATAR you must complete a 4th Stage 2 subject)

Free Choice Subjects, including VET (at least 90 credits)	Result	Potential	Credits
SUB TOTAL		90	Target 90/90

ADDITIONAL FREE CHOICE SUBJECTS

Additional Free Choice Subjects, including VET	Result	Potential	Credits
FINAL TOTAL			