



# Moranbah State High School

## REQUEST FOR SUBJECT CHANGE – SENIOR SECONDARY

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_ Date: \_\_\_\_\_

Change from subject: \_\_\_\_\_ to \_\_\_\_\_

Change from subject: \_\_\_\_\_ to \_\_\_\_\_

Change from subject: \_\_\_\_\_ to \_\_\_\_\_

### SECTION A:

Reason for change:

\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

*I am aware of and support my child's application to change subjects. I have had the opportunity to discuss issue/s with the relevant member of administration*

### SECTION B:

Outgoing HOD's Comments: Please indicate if the student has completed all assessment for the current unit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Incoming HOD's Comments: Consider current numbers in class. Please indicate any assessment that will need to be caught up for the student to be awarded a result for the current unit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION C:

Head of Senior School Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A Guidance Officer Interview required:  Yes  No  
Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION D:

The change has been approved:  Yes  No (student to be notified by email)

Reason, if no: \_\_\_\_\_

- OneSchool Updated and Timetable issued
- Information emailed to teaching staff
- Information emailed to Finance Department
- Form passed to Administration to file with student records and a copy of new timetable given to SM Administrator

Signature: \_\_\_\_\_ Date: \_\_\_\_\_