



# MACKAY NORTH STATE HIGH SCHOOL



## Application for Change to Senior Education & Training Plan (Year 11 & 12) v7

This form is a request to change a subject. Requests will only be approved when it is in the best educational interest of the student and the School can accommodate the change within the present timetable/class size structure.

### STEP 1 (REVIEW OF FEES) To be confirmed through finance: Office Use Only

- All fees paid or payment plan in place with regular payments being made
- Outstanding fees (statement attached)

Office Staff signature: \_\_\_\_\_

### STEP 2 (To be signed by Student and Parent / Carer)

- I understand this change is subject to the availability of a place in the subject class to which I wish to transfer.
- I understand this change may result in one or more of my classes changing to accommodate the request within the timetable structure.
- I understand that it is my responsibility to work on a study plan with the HOD / Teacher of the subject I am entering, to catch up on material missed.
- I understand that I must hand in any outstanding assessment before being eligible to change subjects.
- I understand that some subjects incur a subject levy; I have checked with the payment counter in the office regarding this payment.

Student's signature: \_\_\_\_\_ Parent / Carer's signature: \_\_\_\_\_

Date:        /        /        Contact email for Parent / Caregiver: \_\_\_\_\_

### STEP 3 (To be completed by Head of Department – Senior Schooling)

Student Name:	Home Group:
I wish to make a change from: _____ to: _____	
Reason for Change Request: _____	
Comments: _____	
<input type="checkbox"/> ATAR Eligible        or <input type="checkbox"/> ATAR Ineligible If ATAR Eligibility or QCE Eligibility is changing, HOD – Sen. Sec. Schooling is to advise parent.	
Recommend change: <input type="checkbox"/> YES <input type="checkbox"/> NO	HOD – Senior School's signature: _____ Date:        /        /
Deputy Principal – Sen School approval: <input type="checkbox"/> YES <input type="checkbox"/> NO	Deputy Principal's signature: _____ Date:        /        /

### STEP 4 (To be completed by Head of Department of subject currently being studied)

Current subject:	Unit: 1 2 3	Current Teacher:
Exit Level of Achievement: _____		
Comments: _____		
Has the student completed all course / assessment requirements? <input type="checkbox"/> YES <input type="checkbox"/> NO		
HOD's signature: _____		Date:        /        /

### STEP 5 (To be completed by Head of Department of subject being requested)

New subject:	Unit: 1 2 3	New Teacher
Comments: _____		
1. Has the student discussed their plan on how to make up for missed time in this subject and is it sufficient for the student to succeed? <input type="checkbox"/> YES <input type="checkbox"/> NO 2. Has the student studied prerequisite subjects to enable sufficient preparation for this subject? <input type="checkbox"/> YES <input type="checkbox"/> NO		
HOD signature: _____		Date:        /        /