

Change of Subject Form

To be submitted to Brett Wood (Principal) via email principal@mic.org.au or in person. All information will be treated as confidential.

Students must continue attending their original classes until this process has been completed, has received Principal confirmation and a new timetable has been emailed to you.

Student Name: _____

Year Level: _____

| LIST OF CURRENT SUBJECTS | LIST OF SUBJECT CHANGES List all the subjects you wish to study |
|--------------------------|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Reason for changing subject/s?

Parent/Guardian authorisation and comments

Signature: _____

Date: _____

Principal Approval:

Signature: _____

Date: _____

Office Use Only

| Task Required | | Completed | Date Completed |
|--|-----|-----------|----------------|
| Relaxation sent to QCAA | PRI | | / / |
| Relaxation approved by QCAA | PRI | | / / |
| Student Management updated | PRI | | / / |
| Original form placed in subject selection folder | BM | | / / |
| Teacher / Student / Admin notified of change | PRI | | / / |
| QCE spreadsheet updated | PRI | | / / |
| TASS updated & new timetable emailed to student | AO | | / / |

Principal Notes:
