



# KIRWAN STATE HIGH SCHOOL

## SUBJECT CHANGE PROCESS

In a mindful school, school leaders, guidance officers, teachers and parents ensure that students have the necessary knowledge and understanding to make informed, appropriate subject choices.

Careful consideration should be given when students are selecting subjects for Year 9, 10 and 11/12 (subjects are studied for two years). To assist students and parents Kirwan High publish subject information books and provide subject selections evenings for these year levels during Term 3 of the school year.

Students in Year 10 also engage in a Careers Education program in the last two weeks of Term 2. This preparation is an important aspect in the Senior Education and Training (SET) planning process. In the final phase of the SET planning process, students and parents are invited to meet with a member of the school leadership team where additional advice and guidance is available.

Subject changes for individual students should be minimal and must take into account the following imperatives:

- **Year 7 and 8** – No subject changes required. Subjects are programmed by the school for the two-year cycle to meet the requirements of the Australian Curriculum.
- **Year 9 and 10** – No subject changes required. Elective subjects run for one semester and students are to remain in the subject for the duration.
- **Year 11** – Subject changes can only occur in Week 1 of Term 1 or at the end of Unit 1 or 2 for General and Applied subjects or by the end of Week 4 for VET subjects. In exceptional circumstances, students who are changing from a General or Applied subject to a VET subject may be able to change prior to the completion of the unit. Students must make an appointment with a Guidance Officer and Year 11 Deputy Principal.
- **Year 12** - Subject changes are only permitted in exceptional circumstances. Students must make an appointment with a Guidance Officer and Year 12 Deputy Principal.

Subject changes are initiated by the student by completing and returning the *Subject Change Form*. This form is available from the front counter at the administration office.

## SUBJECT CHANGE FORM

### INSTRUCTIONS

Students are to ensure all parts of this form are completed. It is then to be handed in at the student counter. **REMAIN IN YOUR CURRENT CLASS UNTIL YOU RECEIVE A NEW TIMETABLE.**

This will be distributed to you and your parents by email.

### Part A. Student to complete.

<b>Name:</b>	<b>HGR:</b>	<b>Year:</b>
Which subject do you want to change?		
What is your reason for changing?		
Which subject(s) would you prefer to do instead? (list in order of preference)		
1 _____	2 _____	3 _____
What are your career goals?		
Do you want to be ATAR eligible?      Yes <input type="checkbox"/> No <input type="checkbox"/>		

### Part B. Current subject teacher to complete.

<b>Teacher:</b>	<b>Signature:</b>	<b>Date:</b>
How is this student progressing in this subject?		
Current level of achievement with rung position (eg SA5)/Fraction of VET competencies completed(eg 50%)		
In your opinion, has this student made an effort in this subject?		

### Part C. Current Head of Department (HOD) to complete.

<b>HOD:</b>	<b>Signature:</b>	<b>Date:</b>
Recommendation Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		

### Part D. Proposed Head of Department (HOD) to complete.

<b>HOD Name:</b>	<b>Staffroom:</b>
Recommendation Yes <input type="checkbox"/> No <input type="checkbox"/> Cost of Subject \$ _____      Date for change: <input type="checkbox"/> Beginning of Week _____ <input type="checkbox"/> Immediately	
Comment:	
Current Class Numbers:	
Signature:	Date:

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### Part E. Guidance Officer to complete.

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
Change to SET Plan required: Yes <input type="checkbox"/> No <input type="checkbox"/> Other Subjects (Results if possible):   List any previous changes that the student has made:    Will the student still be QCE eligible? Yes <input type="checkbox"/> No <input type="checkbox"/> Total Points Available: _____ Completed Core: _____ Comments (Career goals, improvement strategies used by student to date):    Guidance Officer's Recommendation:		

### Part F. Parent / Guardian to complete.

**DO NOT COMPLETE THIS SECTION UNTIL ALL PARTS A-E ARE FILLED OUT**

<b>Parent / Guardian:</b>	<b>Signature:</b>	<b>Date:</b>
Has the student discussed this subject change with you?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
In your opinion, has the student made an effort to achieve their best in this subject?		
Do you support this change? Yes <input type="checkbox"/> No <input type="checkbox"/>	The pro-rata cost of subject fees to be paid prior to student commencing in this are: \$..... (This is pre-entered by the Guidance Officer)	

**ONCE COMPLETED THIS FORM MUST BE TAKEN TO THE STUDENT COUNTER**

### Part G. Approved by Year Level Deputy Principal / Head of Campus.

Approved:    Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature:	Date:
Reason (if no):		

### Part H. Confirmation of Payment by Cashier.

Paid:    Yes <input type="checkbox"/> No <input type="checkbox"/> (After 7 days)	Signature:	Date:
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### Part I. Change made in OneSchool by Year Level Deputy Principal / Head of Campus.

Changed:    Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature:	Date:
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#### OFFICE USE ONLY

Emailed to	Signature	Date
<input type="checkbox"/> Donna Kerr (Student Management), Yr 11/12 only		
<input type="checkbox"/> Library (Text Books), Yr 11/12 only		
<input type="checkbox"/> Finance (Invoicing)		
<input type="checkbox"/> Guidance Officer		
<input type="checkbox"/> Electronic copy of timetable emailed to student / parent		