

SUBJECT CHANGES

YEAR LEVELS 9—10

YEAL LEVEL 11—12

Dates for Subject changes

- Term 1 - In first 2 week
- Term 2 - In special circumstances
- Term 3 - In special circumstances
- Term 4 - In special circumstances

- Yr. 11 Term 1 - In first 2 weeks
- Yr. 11 Term 2 - Week 6
- Yr. 11 Term 4 - First 2 weeks
- **No subject changes in Yr. 12 unless required for a QCE or medical / special circumstances**

All Subject Changes

- Form completed by Student
- Parent signed
- Student meet with Deputy Principal with form

- Form completed by Student
- Teachers/HOD/Parent signed
- Student meet with Deputy Principal or delegate

Deputy Principal

- Subject change made in OneSchool
- HOD/Teacher/SDCS operator notified
- Timetable issued to student

- Subject change made in OneSchool
- HOD/Teacher/Systems management operator notified
- Timetable issued to student

HOD's

- Notified of actual subject change
- Collect final semester result
- Advise SDCS operator of LOA

- Sign subject change form
- Notified of actual subject change
- Confirm final unit result
- Advise System Management operator of LOA

Teacher

- Advised of subject changes
- Does not accept students into class unless on class list or if they produce new timetable

- Signs Subject Change Form
- Advised of subject changes
- Does not accept students into class unless on class list or if they produce new timetable

SYSTEMS MANAGEMENT

- Receives form from DP
- Advises Finance
- System management updated within QCAA timelines

- Receives form from DP
- Advises Finance
- SM update within QCAA calendar timelines

Finance

- Advised of subject changes by systems management operator
- Adjust student account

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- Adjust student account

Student

- Completes subject change form
- Gets signatures from Parent
- Meets with Deputy Principal
- Collects new timetable

- Completes subject change form
- Gets signatures from HOD/Teacher/Parent
- Meets with Deputy Principal
- Collects new timetable electronically via email