

2024 Year 11 and 12 Course change form

Dear Student

***In order to change your WACE course, you will be required to:***

- Complete this form
- Your Parent/Carer must agree to the change by signing this form below

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

| From<br>(Course code) | To<br>(Course code) | Or not sure what course is<br>on at the same time |
|-----------------------|---------------------|---------------------------------------------------|
|                       |                     | <input type="checkbox"/>                          |
|                       |                     | <input type="checkbox"/>                          |
|                       |                     | <input type="checkbox"/>                          |

**REASON FOR CHANGE**

Reason

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

**AUTHORISATION – please sign below**

Parent Name: \_\_\_\_\_ Parent signature: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student signature: \_\_\_\_\_

Deputy Name: \_\_\_\_\_ Deputy signature: \_\_\_\_\_

**OFFICE USE ONLY**

- Conversation had with Parent/Carer and entered in Compass (Chronical entry)
- Change made in SIS
- New timetable given to student
- Relevant staff emailed

Process Date: \_\_\_\_\_ ***(File in student file in Administration)***