



Nepean Creative & Performing Arts High School

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SUBJECT CHANGE REQUEST FORM

Change request details:	
Date:	
First Name:	Surname:
Year Group:	Roll Call:

Subject I wish to change out of:	Subject I wish to change into:

Reason for change: (completed by parent and student)	
Parent Signature:	Date:

Staff and Head Teacher to Sign:			
Subject I wish to change out of:		Subject I wish to change into:	
Teacher's Name		Teacher's Name	
Teacher's Signature		Teacher's Signature	
Head Teacher's Name		Head Teacher's Name	
Head Teacher's Signature		Head Teacher's Signature	
Date:		Date:	

Please note: Subject change form will not proceed without Head Teacher's Signature

Requirements	Responsibility	Y/N	Signature	Date
Confirmed NESAs Requirements	HT Secondary Studies			
Confirmed Room in Class	HT Secondary Studies			
Entered into NESAs & EDVAL	HT Secondary Studies			
Print Confirmation and Student Signature	HT Secondary Studies			
Final Approval	HT Secondary Studies			
Head Teacher and Class Teacher emailed	HT Secondary Studies			
Office for invoicing and student file	SAM			