



# Nepean Creative & Performing Arts High School

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## SUBJECT CHANGE REQUEST FORM

<b>Change request details:</b>	
Date:	
First Name:	Surname:
Year Group:	Roll Call:

<b>Subject I wish to change out of:</b>	<b>Subject I wish to change into:</b>

<b>Reason for change: (completed by parent and student)</b>	
Parent Signature:	Date:

<b>Staff and Head Teacher to Sign:</b>			
<b>Subject I wish to change out of:</b>		<b>Subject I wish to change into:</b>	
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	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	Deputy Principal		
Head Teacher and Class Teacher emailed	Deputy Principal		
Office for invoicing and student file	SAM		