Subject Change Request

Student Name: ___________________________  Date: __________________

From: ___________________________  To: ___________________________

1. Interview with Dean of Students
   Comments
   □ OP Eligibility
   □ QCE Eligibility
   □ Career Path
   □ SET Plan Update

2. Teacher Comments
   From Teacher: ___________________________  To Teacher: ___________________________
   Signed: ___________________________  Signed: ___________________________

3. Parent Confirmation
   Parent Comments: ___________________________
   Signed: ___________________________

4. Dean of Students Approval
   Approved: ___________________________  Date: __________________
   Office Use Only:
   □ Rolls Updated  □ SDCS Updated  □ Levies Updated

Confirmation of Approval
   Name: ___________________________ has been transferred  Date: __________________
   from: ___________________________
   to: ___________________________
   Signed: ___________________________

Teachers:
_________________________
_________________________
_________________________

Please return all outstanding text books and materials