



STEP 3 – Interview with Head Teacher/s (Recommendations in table below)

Subject / Level Discontinued or Changed	Line	HT Signature	New Subject / Level Studied	Line	New Class	Class Teacher	HT Signature

Extension Course Request/s – Complete this section if you wish to study an Extension course

Subject / Level Discontinued or Changed	Line	HT Signature	New Subject / Level Studied	Line	New Class	Class Teacher	HT Signature

Head Teacher Comment (if applicable)

STEP 4 – Finance (Subject Fees) & SASS (Office)

The student has paid the required subject fees. Yes / No

SASS Signature: _____ Date: ____/____/____

STEP 5 – Student Acknowledgement & Parent Approval

I note and acknowledge the advice/recommendations given by HTs, HT Admin, and Careers Adv, including whether my son/daughter is eligible for an

HSC (ATAR) HSC (non-ATAR)

Student Signature: _____ Date: __ / __ / __ Parent Signature: _____ Date: __ / __ / __

Comment (if applicable):

STEP 6 – Timetable (EdVal); Head Teacher Administration (Blanch)

10. Timetable Change (EdVal) Yes / No Signed: _____ Date ____ / ____ / ____

STEP 7 – Return the completed form to DP Signature

I have checked eligibility requirements (as outlined overleaf) and agree with the HT Admin Yes / No

DP Signature: _____ Date: ____/____/____

Comment (if applicable):



STEP 8 – Administration Office

NESA (Schools Online) Eligibility and changes Yes / No Signed: _____ Date ____/____/____

ERN/LMBR Class Information Updated Yes / No Signed: _____ Date ____/____/____

This form is to be retained in the Administration Office.

