



## SIXTH FORM: Dropping or Switching Subject Form

Students wanting to withdraw from a subject or transfer to another course must have the permission of their Subject Tutor and Director of Sixth Form. Only after signatures are collected from these members of staff will students be allowed to change or drop a subject.

**Student Name** \_\_\_\_\_ **Form** \_\_\_\_\_

Subject being dropped .....

1. Signature of Head of Subject ..... (Date)

New subject, if applicable .....  Entry criteria met?

2. Signature of Head of Subject ..... (Date)

3. Signature of RBE ..... (Date)

RBE Comment:

4. Signature of Parent: ..... (Date)

Parent Comment:

***Now take this form to Mrs Harris, Timetabler, for changes to be effected (if possible)***

5. Signature of Mrs Harris ..... (Date)

***Now take this form to Mrs Paolino, Data Manager***

6. Signature of Mrs Paolino .....(Date)

This form needs to be passed to Rob Bell so that a record is placed on the student file.