Surname ___________________________ First Name(s) ________________________________

House ___________________ Year ___________

I am currently studying _____________________________ taught by ______________

and I wish to change to _____________________________ taught by ______________

I have spoken to the teacher of the current subject, and that teacher’s report follows:

_________________________________________________________________________________

Signed ___________________________ Date ____________

I have spoken to the teacher of the subject that I want to change to, and that teacher’s report follows:

_________________________________________________________________________________

Signed ___________________________ Date ____________

I have spoken to my advisor, who is ____________________________ and the tutor’s report follows:

_________________________________________________________________________________

Signed ___________________________ Date ____________

I have spoken to my parent(s)/guardian whose comment and approval are below:
(fax or email may be attached)

_________________________________________________________________________________

Signed ___________________________ Date ____________

I have spoken to the Director of Studies, and his report follows:

_________________________________________________________________________________

Change approved, Effective from: ____________________________

Signed ___________________________ Date ____________

Office Use Only

Copies to: Teacher N° 1 ☐ Teacher N° 2 ☐ Advisor ☐ Parent(s) ☐ Director of Studies ☐ Secretarial ☐

Student’s File ☐