

**GUIDANCE DEPARTMENT, ST MARY'S HIGH SCHOOL  
CHANGE OF SUBJECT LEVELS**

NAME OF STUDENT: \_\_\_\_\_ CLASS: \_\_\_ DATE: \_\_\_\_\_ YEAR: \_\_\_\_\_

CHANGE SUBJECT: \_\_\_\_\_ LEVEL: \_\_ TO \_\_ REASON FOR CHANGE:

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*STEP 1. Discuss with your parent and present note from your parent.*

*STEP 2. Go to Guidance Counsellor to check consequences for 3<sup>rd</sup> Level College.*

Student has been made aware of consequences of change for 3<sup>rd</sup> Level entry.

Guidance Counsellor: \_\_\_\_\_ Date: \_\_\_\_\_

*STEP 3. Discuss with Current Teacher who will discuss with Receiving Teacher.*

CURRENT TEACHER RECOMMENDATION:

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Current Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

*STEP 4. Discuss with Receiving Teacher (if applicable)*

RECEIVING TEACHER RECOMMENDATION:

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Receiving Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

*STEP 5. Ensure the form is fully signed and everyone is in agreement.*

Parent(s)/Guardian(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_