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| Teacher: |  | Date: |
| Tutor: |  | Date: |
| Student: |  | Date: |
| Course: | Existing: | Change to: |
| Subject 1: | Existing: | Change to: |
| Subject 2: | Existing: | Change to: |
| Subject 3: | Existing: | Change to: |

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| Reason for change: |

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| Teacher/Tutor comments:Teacher/Tutor approval: Yes / No |

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| Decision by Principal:Yes: Parental and or agent permission obtained.From:Date:Information given by:Student / Tutor / Teacher informed. Date of change to take place:No: Decision explained to all parties.Teacher:Tutor:Student:Date(s): |

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| Signature (Principal): Date: |