

KGSC PROCESS FOR CHANGING SUBJECT PREFERENCES

Year 12 students	Book a Guidance Officer appointment by calling Student Services on 3552 7304
Year 10 and 11 students	Follow the processes outlined below
Year 7, 8 & 9 students	The process below is only for Year 7 Languages, and Year 8 and 9 electives

PROCESS TO REQUEST A CHANGE OF SUBJECT PREFERENCE (no class changes through this process):

Requests before the end of Week 2 in Term 1 (and for Year 9 semester 2 electives; in Week 2 of Term 3):

1. Email to College Deputy Principal (Mr Jamie Smyth) jsmyt22@eq.edu.au and include in the subject line: Subject change request for 'student name' in 'year'.
2. Emails must include both the student's, and parent or guardian's email address in the recipient list.
3. Detail the subject/s that the student is requesting to move from.
4. Detail the subject/s that the student is requesting to move to. Add an order of preference if appropriate.
5. If a change is able to be made, notification of the change will be through the issuing of a new physical timetable to the student in their first class of the day the change takes effect. If no change is possible by the end of this second week of term, then the change will not be actioned and no waiting lists are retained.

Senior School Students who wish to request changes for Semester 2

- After Term 1 exam block, call Student Services on 3552 7304 to book a Guidance Officer appointment

ADDITIONAL INFORMATION

The information used to initially allocate students to elective subjects will be the online subject selection process. This is not part of the Middle School core subject allocations. There are three phases (below) of refinement to these allocations, and during these phases requests for change to subject preferences will be considered.

Phase	Start Phase	End Phase	<ul style="list-style-type: none"> • Information Sources for Subject Allocations • Point to Request Subjects and Changes 	Publication / Notification of Successful Subject Allocations
1*	Online Subject Selections	Last week of Term 4	Primarily – Online subject selections Secondly – Emailed requests for change	Displayed in year level areas during the last week of the Term 4
2*	After display of subject allocations	End of Week 2 or Term 1	Requests for change by email (not verbally).	New timetables distributed on Day 1 of Term 1, and updates by the third week.
3	Start of Week 3 of Term 1	Ongoing	Sub school Guidance Officers, and Deputy Principals.	New timetables through first lesson of the day a change is able to take effect.

**The phases below also apply to Year 9 Semester 2 electives, where the cut off for change requests is Week 2 of Term 3*

1. Requests for subject preference change are processed in chronological order, and will occur only where operationally possible. Maximum class sizes, staffing, and physical resources are limiting factors.
2. Once each of phase 1 and 2 outlined in the table above is completed, any requests for subject changes which were not able to be accommodated, are abandoned and a new round of requests is considered.
3. To maximise the allocation of students to their preferred pathways, other students may have their timetable adjusted by the school, whilst maintaining their subject allocations. As the allocation of subjects are not altered, and the priority is having as many students as possible in their preferred pathway, these changes are kept to the smallest number possible, need to be completed without consultation, would usually conclude at the start of the third week of the term when classes commence, and notification to students is by the issuing of a new timetable on the morning the change takes effect.
4. Current timetables should be available to view online in Daymap. In the week before school commenced each year, draft versions of timetables are viewable in OneSchool. Login assistance during this time is not able to be provided.
5. Requests for students to be placed in specific classes, or with friends in electives, can't be accommodated.
6. 2018 Year 6 to 9 only – Students are allocated to Middle School CARE classes with consideration to a wide range of factors including enrolments in Excellence programs, and access to support programs. This allocation is separate to the online elective subject process, and queries regarding CARE class allocations need to be directed to the relevant deputy principal listed in point 7.
7. Deputy principal contacts for Middle School Students who wish to discuss their elective timetable allocations after change requests close: Year 6 to 8 – Mr Andrew Rhule arhul2@eq.edu.au, Year 9 – Mrs Salisbury astra76@eq.edu.au.
8. Year 10 & 11 subject change requests – Requests for preference changes during phase 1 or 2 above, which include significant change (e.g. OP status) to a student's pathway, will be directed to the Guidance Officer for processing and further discussion.