



# Year 11 IB Option Change Request Form 2018-19

Name: \_\_\_\_\_

Form: \_\_\_\_\_

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

Change From	Change To	Reason for change (continue overleaf if necessary)	Signature of Head of Depts.		My Subjects are
					Group 1 _____
					Group 2 _____
					Group 3 _____
					Group 4 _____
					Group 5 _____
					Group 6 _____

**Complete in this order only.**

1. Speak to Mr O'Leary
2. Speak to Mr Morgan and see if this change is viable on the timetable \_\_\_\_\_
3. Speak to, **and get signatures from**, Heads of Subjects (if its Maths related see Mr Coulton)
4. Parental Signature and ask parents to send an accompanying email to Mr O'Leary & Mr Morgan
5. Obtain signature from Mr Morgan who will make changes to the timetable
6. Return completed form to Middle School Office (Room 321)

**Signatures:**

Head of Middle School (Mr O'Leary): \_\_\_\_\_

Timetable (Mr Morgan): \_\_\_\_\_

Parents: \_\_\_\_\_

Student: \_\_\_\_\_