

# IB Subject Re-Choice Form (IBSRCF)

Name of student (print): \_\_\_\_\_

Graduation year: \_\_\_\_\_

Current class: \_\_\_\_\_

I request to change the following IB subjects:

<b>CURRENT SUBJECT(S)</b> (only those to be changed)	<b>NEW SUBJECT(S)</b>

Please explain why you want to change the subject(s):

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**Important:**

- A change is generally only possible before the start of the course.
- A change must be permitted by the headmaster.
- A change is only possible if the opening number of students will not be not lower than 5. Courses are not allowed to collapse (also due to the students leaving the country or repeating the school year).
- If for whatever reason the re-choice was given its OK, and the course still collapses later (due students leaving the school or repeating, etc), then we will **revoke the change**. This means that you have to go to the original course that you chose.
- It is not necessary to fill out this form, if Mr. Kim requests that you change a course.

**Procedure:**

- Contact Mr. Kim to find out of a change in subjects results in a collapsing of the course due to low number of students. If this is the case, then the change will not be permitted.
- If a change is possible, then obtain the signature of Mr. Kim.
- Obtain the OK and the signature of your parents and the headmaster. The headmaster will reject the request if the reason provided is not sufficient.
- If the OK is given, then photocopy the form. You do this. Not the teachers.
- Go with the filled out form and all signatures to the administration to request an update in the computer system. Give the administration a photocopy of the form.
- Log into Webuntis and update your course registrations.
- Bring the the other copy of the form to Mr. Kim.

**Signatures:**

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Student signature

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Signature of parent(s)

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Oliver Kim (IB Coordinator)

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Gottfried Jachs (Headmaster)

(Will only be signed if a. above signatures present and b. the reason provided is sufficient)

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Date