



IB Diploma Programme Subject or Level Change Form

Procedure Subject Changes

- Discuss the change with the Careers counselor
- Fill in the below form with a subject or level change request and a justification.
- The form needs to be filled in and signed by parents.
- Email the form to the DP coordinator: l.dippenaar@internationalschooldelft.org
- The coordinator evaluates and checks with concerned teachers and subject area leaders and the timetabler.
- Once everyone is positive, the coordinator confirms the subject change to all stakeholders by returning the signed form.

Name	
Class	

Concerning Subject <i>(Fill in which subject you would like to change, for example: Chemistry HL -> Design HL or level change: Math AA HL to SL AND Geo from SL to HL))</i>	Old Subject or Level change	New Subject or Level change
Reason for change		

<i>I have spoken with my child regarding the above subject/level change, and I hereby grant my permission for my child to proceed with this alteration. I acknowledge that any modifications to subjects are contingent upon the approval of the IB DP Coordinator, the advising teacher(s), and the feasibility of accommodating it within the existing timetable</i>	Parent Signature

Student signature	The requested subject change is approved by:	
<i>DP coordinator</i>	<i>Subject Area Leader</i>	<i>Subject teachers</i>