

Request to change academic year – Year 11 and Year 12

At times, students need to change their academic year and subsequently their enrolments in course units, VET units of competency and/or endorsed programs. In doing so, schools need to:

- consider the time of year and deadlines in the Activities Schedule; and
- ensure the mandatory curriculum requirements are met.

There are various circumstances as to why a school may request a change to a student's senior secondary academic year.

Request to change academic Year 12 - Year 11

Repeating Year 11 to achieve WACE in the following year as a result of:

- illness
- non-attendance
- requiring additional C grades
- returning to school after leaving.

Request to change academic Year 11 - Year 12

 Students arriving from interstate or overseas (will also usually require a Year 11 equivalent studies application)

Applications will be assessed on a case-by-case basis.

Prior to course enrolments

When a school uploads the student registration and demographic (SRGDG) file to the student information record system (SIRS), a *Processed with Warnings* message appears when there is a mismatch between the upload file and the recorded information in SIRS for the student's academic year.

The SIRS message means the record for the affected students has been ignored and the school will need to email a member of the data team and ask for the academic year to be changed. This will be noted in the database as a request from the school.

Enrolments Years 11–12

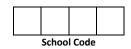
Once enrolments for a student have been uploaded to SIRS, schools will need to complete this form.

The form will need to be signed by the student, parent/guardian and the principal (or nominated representative).

Requests for academic year change from Year 11 to Year 12 will need to be lodged with the Authority no later than **Thursday**, **28 March 2024**.

Requests for academic year changes (other than changes from Year 11 to Year 12) will need to be lodged with the Authority no later than **Friday**, **3 May 2024**.

2022/30040v3 Page **1** of **2**



Request to change academic year – Year 11 and Year 12

This form is to be completed by any student requesting to change their academic year, once enrolments have been recorded in the Authority database (SIRS) for the current calendar year.

WA student number Date of birth Current academic year New academic year
Current academic year New academic year
Title Legal surname/Family name (Mr, Mrs, Miss, Ms) First given name Second given name Third initial Outline the reason for requesting to change your academic year for this current calendar year
Student signature Date Parent/guardian signature Date
To be completed by the Principal (or school representative)
School name Date
Principal name Principal signature
(or school representative) Email correspondence
(or school representative)
(or school representative) Email correspondence
(or school representative) Email correspondence Closing date Please return the completed form to enrolments@scsa.wa.edu.au at the Authority by: Thursday, 28 March 2024 for changes from Year 11 to Year 12; and
(or school representative) Email correspondence Closing date Please return the completed form to enrolments@scsa.wa.edu.au at the Authority by: Thursday, 28 March 2024 for changes from Year 11 to Year 12; and Friday, 3 May 2024 for other than changes from Year 11 to Year 12. Late applications will not be accepted.
(or school representative) Email correspondence Closing date Please return the completed form to enrolments@scsa.wa.edu.au at the Authority by: Thursday, 28 March 2024 for changes from Year 11 to Year 12; and Friday, 3 May 2024 for other than changes from Year 11 to Year 12. Late applications will not be accepted. Office use only
(or school representative) Email correspondence Closing date Please return the completed form to enrolments@scsa.wa.edu.au at the Authority by: Thursday, 28 March 2024 for changes from Year 11 to Year 12; and Friday, 3 May 2024 for other than changes from Year 11 to Year 12. Late applications will not be accepted. Office use only Office checklist Date Manager, Programs and Data
(or school representative) Email correspondence Closing date Please return the completed form to enrolments@scsa.wa.edu.au at the Authority by: Thursday, 28 March 2024 for changes from Year 11 to Year 12; and Friday, 3 May 2024 for other than changes from Year 11 to Year 12. Late applications will not be accepted. Office use only Office checklist Date Manager, Programs and Data Received application
(or school representative) Email correspondence Closing date Please return the completed form to enrolments@scsa.wa.edu.au at the Authority by: Thursday, 28 March 2024 for changes from Year 11 to Year 12; and Friday, 3 May 2024 for other than changes from Year 11 to Year 12. Late applications will not be accepted. Office use only Office checklist Date Manager, Programs and Data Received application Academic year changed in SIRS Approved Yes No

2022/30040v3 Page **2** of **2**