

Withdrawal from a course 2024



Make a copy of this form and rename it with “ your name 2024 Withdrawal from (subject + NCEA level) course”

This form must be shared and emailed to your dean. You must continue to attend all timetables classes for this course until you receive notification that you have been withdrawn.

Section A: (student to complete)

Name:		Atawhai:		Date:	
Course:		Year Level:		Teacher:	

Course wanting to withdraw from:	
Change to course:	

Student to list the standards completed before course withdrawal request and/or standards currently in progress. Please note that students can not be withdrawn from a Standard once the assessment has started.

AS Number (eg: 91257):	Grade Awarded / still in progress	Has the assessment started ? Y or N (HOD to confirm)

My reasons for requesting to withdraw are:

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I am also aware that, if I am doing Level 3 and I withdraw from this course, I may not be able to use this subject as one of my three approved UE subjects for UE requirements if I have not gained 14 credits from this course prior to my withdrawal.

Section B: (Dean to make a copy of student form, complete B and share with HOD)

Date form received from student:	
Reason for withdrawing from the requested course is	Acceptable / Not Acceptable (Delete one)
Comment:	<i>If the student is proposing to swap into a new subject then, dean checks timetable lines, class numbers, speaks with HOD of proposed new course before proceeding with the form. Please include the summary of these discussions in your comment below.</i>
Parent permission given	Yes (attach copy/ screenshot of email) / No (delete one)

Dean signature:		Date:	
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Section C: (Head of Department to complete C and share with LBR)

Confirmation that assessment has not started for standards to withdraw	<i>HOD to check that assessment has not started for any standards in the course that the student wishes to withdraw from - check the table on page 1</i> Confirmed correct / corrected table (Delete one)		
Comment:			
HOD signature:		Date:	

Section D: (Careers Advisor to complete D, share with RFO when complete)

(Check ability to achieve level, Literacy, Numeracy, University Entrance and endorsement)

Comment:			
Check ability to achieve Literacy, Numeracy, UE and endorsement	Literacy Numeracy University entrance Endorsement	Yes/NO Yes /NO Yes/NO Yes/NO	
Careers advisors signature:		Date:	

Section E: (Principal's Nominee - RFO to check with GAT and advise ASOD when complete)

Withdraw:	Yes No (Delete one)		
Principal Nominee's signature:		Date:	

Section F: (Database Manager)

Withdrawn:	Yes No (Delete one)		
NZQA Entry altered	Yes No (Delete one)		
Database Manager's signature:		Date:	

(Database Manager to share this copy of the form with the student along with their new timetable
 - cc HOD, Classroom teacher, Dean, RFO)