

Student discontinuation form

Students seeking to discontinue their language studies must complete all sections and email the form to SCLanguages.school@det.nsw.edu.au

Student details

Given names: _____

Family name: _____

Student email: _____

Date of birth: _____ / _____ / _____ ERN number: _____

School year: Year 7 Year 8 Year 9 Year 10 Year 11 Year 12

Language course: _____

Campus name: _____

Discontinuation details

Date of discontinuation: _____ / _____ / _____

Reason for discontinuation: _____

If the student is in Year 11 or 12, please provide the following information:

Does this course count towards your minimum number of units studied: Yes No

If the student is studying Year 12 Extension, please indicate which course/s they are discontinuing:

Extension ONLY Continuers AND Extension

Student declaration

Student name: _____ Signature: _____

Parent/ caregiver name: _____ Signature: _____

School declaration

Attention: Secondary College of Languages Coordinator

The above student is seeking to discontinue their language unit at the Secondary College of Languages. If you require further information please contact the student's campus supervisor. Campus contact details are available on our website at sclanguages.schools.nsw.gov.au/contact-us.

I support this student's request to discontinue.

SCL coordinator name: _____

SCL coordinator email: _____

SCL coordinator signature: _____

School stamp: _____

Date signed: _____ / _____ / _____

Notification of discontinuation

Secondary College of Languages will email the coordinator with an official 'Notice of Discontinuation' once this form has been processed. This email will contain the date from which the discontinuation is effective. The school is responsible for withdrawing the student from the unit on Schools Online.