

KAIKORAI VALLEY COLLEGE



WITHDRAWING FROM A STANDARD PROCEDURE

Rationale

Throughout the year students, teachers and parents may request a change to the achievement and unit standards in a student's course. It is important to monitor course changes to ensure that students are given the best opportunity to achieve the relevant qualifications for their future direction.

Procedures

1. Students who wish to withdraw from any standard must firstly discuss the situation with their subject/course teacher, Whānau Teacher, Subject Teacher followed by the Head of Department.
2. Students who wish to withdraw from any standard after 1 June must have parental/caregivers' written permission. The ["Withdrawing from a Standard"](#) form is to be used.
3. Teachers who wish to withdraw a student from a standard after the 1 June must obtain parental/caregivers' written permission. The ["Withdrawing from a Standard"](#) form also to be completed.
4. Any changes to a student's course after the 1 June must be approved by the Dean and the Head of Curriculum, Mrs Potter. This is to ensure the student has enough credits including literacy and numeracy, to achieve the desired qualification.
5. The student must take the completed form to the Head of Curriculum, Mrs Potter who will discuss and clarify with the student about their continued attendance and meeting of course requirements.
6. The Head of Curriculum, Mrs Potter will make the final decision. A copy of the form will be given to the Principal's Nominee for reference, the course teacher and Head of Department.
7. The Head of Department will be responsible for removing the student from the standard in Musac Edge.
8. If a student is withdrawn from an external standard, this must be done by 25 August (SAC students the date is 1 July). *These dates may change each year.*

Date of Confirmation by the Board	28 June 2017
Reviewed	27 May 2022

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Withdrawal form a NCEA standard Student Application Form

Student Name: _____	Form: _____
Subject: _____	
Teacher: _____	
Standard number/s: _____	<input type="checkbox"/> Internal <input type="checkbox"/> External
Student Signature: _____	Date: _____
Parents'/caregiver signature: _____	Date: _____
Learning Concerns/reason for withdrawing from a standard: _____	
Evidence: _____	
Teacher comment (Compulsory): _____	
HOD comment (Compulsory): _____	
Dean Comment: (Compulsory): _____	
Teacher's signature: _____	
HOD's signature: _____	
Dean's signature: _____	
Parent/caregiver signature : _____	
FINAL DECISION HEAD OF CURRICULUM : Application Approved YES NO	
Signed Head of Curriculum: _____	