

APPLICATION TO SHIFT TO NEW STRAND OF STUDY

GENERAL INSTRUCTIONS
<ul style="list-style-type: none"> THIS FORM SHALL BE USED BY STUDENTS APPLYING TO SHIFT TO ANOTHER STRAND. A STUDENT SHALL BE ALLOWED TO SHIFT TO ANOTHER STRAND ONLY ONCE. ONCE SHIFTING TO ANOTHER STRAND HAS BEEN APPROVED, THE STUDENT WILL HAVE TO FINISH SENIOR HIGH SCHOOL IN THAT NEW STRAND. APPLICATIONS FOR SHIFTING WILL ONLY BE ENTERTAINED AND PROCESSED UP TO TOWARDS THE END OF THE 3RD TERM OF GRADE 11. STUDENTS WILL NO LONGER BE ALLOWED TO APPLY FOR SHIFTING ON THE SUMMER TERM BETWEEN GRADES 11 AND 12, AND ONWARDS. A SIGNED LETTER FROM PARENTS MUST BE ATTACHED INDICATING THE REASON/S FOR SHIFTING TO A NEW STRAND. AFTER VERIFICATION FROM THE OFFICE OF THE COLLEGE REGISTRAR (OCR) OF SECTION 1, THE STUDENT MUST ACCOMPLISH SECTION 2 BEFORE SUBMITTING THIS FORM TO THE OCR FOR PROCESSING THE OCR SHALL POST THE NAMES OF THOSE QUALIFIED TO SHIFT ON OR BEFORE THE ENROLLMENT PERIOD FOR THE TERM WHICH THE NEW STRAND OF STUDY OF THE STUDENT IS TO TAKE EFFECT.

TERMS AND CONDITIONS
<ul style="list-style-type: none"> ONLY THE GRADES ON COURSES UNDER THE NEW STRAND, AND THE COURSES TAKEN IN MCL AND CREDITED TO THE NEW STRAND SHALL BE INCLUDED IN THE COMPUTATION OF GENERAL WEIGHTED AVERAGE (GWA). <p style="text-align: center; margin-left: 40px;">WE HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS FOR SHIFTING TO ANOTHER STRAND AND AGREE TO THE SAME.</p> <p style="text-align: center;"> _____ _____ STUDENT'S SIGNATURE OVER PRINTED NAME / DATE PARENT'S / GUARDIAN'S SIGNATURE / DATE </p>

1. GENERAL INFORMATION			
NAME OF STUDENT	_____ <small>LAST NAME / FIRST NAME / MIDDLE INITIAL</small>	SY/TERM	_____
STRAND OF STUDY	CURRENT	NEW	STUDENT NUMBER _____
			CONTACT NUMBER _____
REASON FOR SHIFTING TO ANOTHER STRAND: _____			

VERIFICATION
_____ OCR STAFF / DATE

2. ENDORSEMENT (TO BE PROCESSED BY STUDENT)		
OFFICE / DEPARTMENT	REMARKS	SIGNATURE/DATE
1.) CENTER FOR GUIDANCE AND COUNSELING		
2.) SECTION ADVISER		

ACTION TAKEN	SYSTEM UPDATED BY
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED _____ <small>SENIOR HIGH SCHOOL PRINCIPAL / DATE</small>	_____ <small>OCR STAFF / DATE</small>

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