IB CHANGE OF CATEGORY INSTRUCTIONS

TO THE STUDENT: In order to change from IB Diploma (DP) to IB Certificate, IB Certificate to Brent Diploma and IB Diploma to Brent Diploma, the student is asked to follow these steps in order. Following these steps DOES NOT guarantee approval.

Please check and secure the necessary signatures.

_____ 1. Secure this form from the IB office. An initial interview will be conducted.
_____ 2. Write a letter of intent to change category and attach it to this form.
_____ 3. Initially discuss your decision with your parents.
_____ 4. Schedule a meeting with the Guidance counselor and IB coordinator for counseling.
_____ 5. Secure parent’s legitimate signature.
_____ 6. Seek principal’s approval. To do this, you are expected to set an appointment with the principal through the US office secretary.
_____ 7. Return this form to IB office for processing.
_____ 8. You are given a week to accomplish these process.

Change desired: ____________________________________________

Student’s Full Name: ____________________________________________
IB CHANGE OF CATEGORY FORM

1. GUIDANCE COUNSELOR AND IB COORDINATOR
   Meeting date: ________________  Counselor’s Signature: _____________
   Coordinator’s Signature: __________
   Counselor/Coordinator’s remarks: (may add a separate sheet if needed)

2. PARENT(S)
   Parent’s remarks:  Parent’s Signature: ________________

3. PRINCIPAL
   Status:
   _____ Approved
   _____ Not Approved
   Effective Date: ____________________________
   Principal’s Signature: ______________________