



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 you 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 a 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: _____