



"Honour Above Honours"

Biloela State High School

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Subject:	Year 8 into 9 Subject Selection instructions Year 9 into 10 Subject Selection instructions
Due Date:	Monday 7 th September 2020

OneSchool – How to enter Subjects Electronically

Subject selection online data entry – Student information

Step 1: Click on **My Education Plan**

Step 2: Click on **Subject Selection** tab

Step 3: Choose the **Subject Selection Model**

Step 4: Click on **Edit** to select your subjects

Step 5: Read the instructions and select subjects

Step 6: Once finished, click on **Return to Subject Selections**

Step 7: Go to **Available Reports/Letters** and choose **Subject Selection**

EITHER:

Step 8a: **Save** and **Print** a copy.. Sign next to Student signature and get your Parent to sign next to Parent signature. Submit your signed printed copy to the front office by Monday 7th September 2020.

OR:

Step 8b: **Alternatively, Save** a copy, **email** to your Parent and get your Parent to **email** this to the school at admin@biloelashs.eq.edu.au by Monday 7th September 2020. (An email sent from a Parent/Carer account is taken as consent for these subject choices.)

Subject Selections must be completed on OneSchool by Monday 7th September.

Please contact Mr Hall or Ms Roach if you have any concerns.

