



## How Do I Make My Subject Choices Using Microsoft Forms?

This year, the school are using Microsoft Forms for students to make their subject choices. A link to the ‘Form’ has been sent out to you via Microsoft Teams. Please follow the instructions below on how to make subject choices.

- 1) Open the Microsoft Form from the link that has been sent to each student.
- 2) Please select **three first choice subjects**. You must select **at least one subject from block A**. If you only select one subject in block A, then **you must** select a reserve option. You must select **at least three reserve options in total**.

The screen shot on the left show how the ‘Form’ looks if accessed from a computer. The screen shot on the right shows what the ‘Form’ looks like if it is accessed from a mobile device.

### Computer

1. Name of student?

Enter your answer

2. What Form Group are you in?

Enter your answer

3. Which subject would you like to study in block A? (If you only select one option from block A, then a reserve must be chosen). \*

	First Choice	Reserve
Computer Science	<input type="radio"/>	<input type="radio"/>
Geography	<input type="radio"/>	<input type="radio"/>
History	<input type="radio"/>	<input type="radio"/>

4. Which subject would you like to study in block B?

	First Choice	Reserve
Art	<input type="radio"/>	<input type="radio"/>
Business Studies	<input type="radio"/>	<input type="radio"/>
Design Technology	<input type="radio"/>	<input type="radio"/>
Food	<input type="radio"/>	<input type="radio"/>

### Mobile

**Key Stage 4 Options**

Please select **three first choice subjects**. You must select **at least one subject from block A**. If you only select one subject in block A, then **you must** select a reserve option. You must select **at least three reserve options in total**.

Hi, Andrew. When you submit this form, the owner will see your name and email address.

\* Required

1. Name of student?

Enter your answer

2. What Form Group are you in?

Enter your answer

3. Which subject would you like to

- 3) Press ‘Submit’ at the bottom of the page. If you wish to receive an email receipt of the responses entered, then please tick the appropriate box.

If you have any questions about the process then please contact Mrs Winters, Head of Year 9, or Mr Trickett, Assistant Principal. The deadline for completing the form is **Monday 23<sup>rd</sup> March 2026**. Please **make sure that you discuss your choices with your parents/carers before you press submit**.