December 1, 2014

Dear Students and Parents,

Semester exams are scheduled for Tuesday, December 16th through Friday, December 19th. Semester exams count for 20% of the semester grade. During these exam days, students may check out after the exam period if they have submitted a completed form signed by a parent and/or guardian. Students will not be allowed to take an exam, check out, and then check in for another exam.

**No checkouts will be accepted by telephone or note.**

Lunch will be served each day. The school buses will run their normal schedules each day. Once students check out they must leave campus immediately. If they do not have a ride home, they will remain in classes. Students cannot check out and then return to ride the bus after school.

Shelby County College and Career Center students must check in no later than 10:21 each morning. Career Tech exams are scheduled for Friday, December 12th.

Students are dismissed Friday, December 19th at 1 pm. The buses will run scheduled routes at that time.

Please submit the form below to your student’s 4th period teacher by Tuesday, December 9th.

Semester Exam Check-Out Form

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Student Name Grade 4th period teacher

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature

Please indicate check-out times. Students must remain in class for the entire exam period. If staying all day no mark is necessary for that day.

Date Exams

Tuesday, 12/16 (1st & 6th) □ 10:21am □ 2:20pm □ No Exams □ Checking In

Wednesday, 12/17 (2nd & 4th) □ 10:21am □ 2:20pm □ No Exams □ Checking In

Thursday, 12/18 (3rd & 8th) □ 10:21am □ 2:20pm □ No Exams □ Checking In

Friday, 12/19 (5th & Make-up) □ 9:24am □ 11:13am □ No Exams □ Checking In