May 3, 2017

Dear Students and Parents,

Semester exams are scheduled for Monday, May 22nd through Thursday, May 25th. 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 beginning at 9:20am. 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.

College and Career Center exams are scheduled for Monday, May 11th and 12th.

Students are dismissed Thursday, May 25th 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 Thursday, May 18th.

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

Monday, 5/22 (1st & 3rd) □ 9:20am □ 12:40pm □ No Exams □ Checking In

Tuesday, 5/23 (2nd & 6th) □ 9:20am □ 12:40pm □ No Exams □ Checking In

Wednesday, 5/24 (7th & 8th) □ 9:20am □ 12:40pm □ No Exams □ Checking In

Thursday, 5/25 (4th & 5th) □ 9:20am □ 12:40pm □ No Exams □ Checking In