November 27, 2017

Dear Parents and Students,

 Semester exams are scheduled for Tuesday, December 12th through Friday, December 15th. Semester exams count 20% of the semester grade. During these exam days, students may check out of school 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 at 9:30am and 10:30am. Shelby County 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, they will remain in classes. Students cannot check out and then return to ride the bus after school.

C-Tech exams are scheduled for Thursday, December 7th and Friday, December 8th.

Students are dismissed Friday, December 15th at 1pm. Buses will run scheduled routes at that time.

Please submit this form to your student’s GPS teacher by Thursday, December 7th.

Semester Exam Check-Out Form

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Student Name Grade GPS 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.

 Date Exams

Tuesday, 12/12 1st & 6th □9:30am □1:10am □No Exams □Checking In

Wednesday, 12/13 2nd & 7th □9:30am □1:10am □No Exams □Checking In

Thursday, 12/14 3rd & 4th □9:30am □1:10am □No Exams □Checking In

Friday, 12/15 8th & 5th □9:30am □1:10am □No Exams □Checking In