

**Secondary Finals Test Date Exception Request**  
**(Board Policy Code No. 603.11, *Secondary Finals*)**

*This form must be completed and submitted to the Secondary Office at least 30 days in advance of the scheduled finals test date.*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

The above named student needs to be absent on the following dates:

\_\_\_\_\_

For the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This affects their scheduled Final Test date for the following class(es). We ask that an alternative testing date be allowed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***A decision by the administration will be made within 5 school days of the written request.***

Decision of the Administration: \_\_\_\_\_

Signature of the Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_