

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

This form must be completed and submitted to the JH/HS Principal 30 days prior to the testing date.

Student Name: _____ Grade: _____

Student will be absent on the following dates: _____

Reason for absence: _____

Before completing the request, please read through the following and sign below:

- Students must complete finals prior to a planned absence such as vacation, etc. A planning page has been included below for students to use when coordinating dates/times with teachers.
- Student attendance will be taken into consideration for approval. Are they within or under the 10 absences per class period allowed per semester?
- Student academic performance will be taken into consideration for approval. Are they passing classes? Are they on Academic Probation?

Parent/Guardian Signature: _____ Date: _____

Student Signature (high school only): _____ Date: _____

This finals exemption was approved: Yes No If no, reason:

Principal Signature: _____ Date: _____

If approved, take this finals planning form to each class and coordinate an alternate testing date/time with the teacher. Return to the office before you leave for the planned absence.

Class Period	Alternate Testing Date/Time	Teacher Signature When Final Completed
1		
2		
3		
4		
5		
6		
7		
8		