



FINALS POLICY EXEMPTION FORM & REQUEST TO RESCHEDULE

(Board Policy Code No. 603.11, *Secondary Finals*)

MISSING FINAL EXAMS – Final exams comprise 16% of the student’s semester grade; therefore, attendance is mandatory. Alternate testing dates are typically only provided for students who are absent due to illness. Families may request administration reconsider and allow students to reschedule finals by completing the FINALS POLICY EXEMPTION FORM, which is submitted to the Principal for approval 30 days prior to finals.

STUDENT NAME: _____ GRADE: _____

DATE SUBMITTED TO PRINCIPAL: _____

WHAT DATES ARE YOU MISSING?

REASON FOR ABSENCE: _____

PARENT SIGNATURE: _____

FOR OFFICE USE ONLY

NOTES:

REQUEST WAS: APPROVED DENIED

PRINCIPAL SIGNATURE: _____