

**SEMESTER EXAM EARLY RELEASE/LATE ARRIVAL PERMISSION FORM**

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

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Phone # \_\_\_\_\_

Students are expected to attend all academic classes during final exams. However, they may be excused from **Study Hall, Academic Assist, College Credit Plus (CCP), PEAK courses, and in some circumstances, other classes.** if given pre-approval by a parent or guardian via this form. These absences will show as excused absences on a student's attendance record, but will count towards their total absence hours. If your student has already met the threshold for Excessive Absences (65 hours with or without a legitimate excuse), and been placed on Medical's Only, these absences will show as unexcused absences on their attendance record.

Please complete the following information which will cover all days of fall semester exams. Please ONLY provide a signature for the periods your student is exempt from study hall, academic assist, College Credit Plus (CCP), or PEAK courses.

**IMPORTANT Information for Parents/Guardians** - in the parent/guardian signature column, please indicate with a signature that your student will not be attending, and circle one of the options listed under Class Type as the reason why. **Please note, students may arrive late or leave early but are not permitted to leave school and return at a later time to take another exam.** This completed form will need to be turned in to the attendance office by **Friday, December 9, 2022.** All missed periods without permission will be considered an unexcused absence.

<b>Wednesday, December 14</b>		
<b>Period</b>	<b>Class Type</b> (circle the class type for the period)	<b>Parent/Guardian Signature</b>
<b>1st Period Exam</b> (7:35 AM - 9:00 AM)	Study Hall / Teacher Aide / Ac. Assist CCP Course / PEAK Course Other: _____	
<b>5th Period Exam</b> (9:05 AM - 10:30 AM)	Study Hall / Teacher Aide / Ac. Assist CCP Course / PEAK Course Other: _____	
<b>Lunch &amp; SMART</b> (10:34 AM - 12:12 PM)	Students have SMART with 5th Period Class	
<b>7th Period Exam</b> (12:16 PM - 1:41 PM)	Study Hall / Teacher Aide / Ac. Assist CCP Course / PEAK Course Other: _____	
<b>SMART / Makeup Exams</b> (1:45 PM - 2:30 PM)	SMART	

**TURN OVER TO THE BACK FOR MORE**

## Thursday, December 15

Period	Class Type (circle the class type for the period)	Parent/Guardian Signature
<b>2nd Period Exam</b> (7:35 AM - 9:00 AM)	Study Hall / Teacher Aide / Ac. Assist CCP Course / PEAK Course Other: _____	
<b>4th Period Exam</b> (9:05 AM - 10:30 AM)	Study Hall / Teacher Aide / Ac. Assist CCP Course / PEAK Course Other: _____	
<b>Lunch &amp; SMART</b> (10:34 AM - 12:12 PM)	Students have SMART with 6th Period Class	
<b>6th Period Exam</b> (12:16 PM - 1:41 PM)	Study Hall / Teacher Aide / Ac. Assist CCP Course / PEAK Course Other: _____	
<b>SMART / Makeup Exams</b> (1:45 PM - 2:30 PM)	SMART	

## Friday, December 16

Period	Class Type (circle the class type for the period)	Parent/Guardian Signature
<b>3rd Period Exam</b> (7:35 AM - 9:00 AM)	Study Hall / Teacher Aide / Acad. Assist CCP Course / PEAK Course Other: _____	
<b>8th Period Exam</b> (9:05 AM - 10:30 AM)	Study Hall / Teacher Aide / Ac. Assist CCP Course / PEAK Course Other: _____	
<b>Lunch</b> (10:34 AM - 11:19 PM)	Everyone will eat the same lunch today	
<b>SMART / Makeup Exams</b> (11:23 AM - 2:30 PM)	SMART  *Note: All band members will need to be here during this time for practice	