No Midterm/Final exam will be administered before the scheduled administration time. This form is to be used for all pre-arranged absences occurring during exams. The following procedures must be followed:

- Students must print and complete an Exam Alternate Administration Request Form posted on the school website under Student Services.
- Submit (drop off) the completed form and accompanying excuse from the parent to the corresponding School Counseling Office for review.
  - 9th & 10th grade students - Mrs. Caddell located in Dorsey Hall
  - 11th & 12th grade students - Mrs. Baltar located in Loretta Hall
- Forms are due by the end of the school day on Monday, December 6th in order to be considered for approval. Each request form must be completed entirely, with an explanation for the absence and a parental signature documented on the form.

FORM COMPLETION
- A parent email is required as the response to the request will be emailed to the parent email. Responses will be emailed 48 hours after submission.
- Students must secure the signature of each teacher of each class they are missing the scheduled test.
- Forms that do not have teacher and student signatures will not be considered fully completed and will not be processed.
- Students must indicate if they are eligible for extended time testing on the form.

ABSENCES ON THE DAY OF AN EXAM
- Parents of students who miss an exam due to illness are required to call the school attendance line by 7:30 a.m., stating the reason for the absence and the date the student is expected to return (if it is before the last day of exams). A physician’s note must be provided to the attendance office for any student absent during exams. Students who do not submit a medical note will receive a zero for the exam.
- The dates to take exams are printed on the Exam Alternate Administration Request Form. Please note students will remain on campus after taking their exams

Last day to submit a request to take exams in January is December 6th
LATE SUBMISSIONS WILL NOT BE ACCEPTED

Rev. 11/03/2021