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| **Skyline High School** |

**PRE-ARRANGED FINAL EXAM REQUEST FORM**

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| **Student Name (Last, First):** |  |  | **Grade**: |  |

If you will be absent during final exams, this form is to be completed and turned into the office by **JUNE 3rd**. This form is only for early exams. *A pre-arranged absence form is also required and should be turned into the attendance office.*

**Date(s) of absence(s) during finals (check all that apply):**

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| * Monday, June 24th (1st and 2nd period finals) |
| * Tuesday, June 25th (3rd and 4th period finals) |
| * Wednesday, June 26th (5th and 6th period finals) |

**Semester 2 EARLY Final Exam Schedule:**

|  |  |  |
| --- | --- | --- |
| **DATE** | **AM Option** | **PM Option** |
| Monday (6/17/19) | 6:30 am – 7:55 am (85 min) | 2:55 pm – 4:00 pm (65 min) (activity bus available) |
| Tuesday (6/18/19) | 6:30 am – 7:55 am (85 min) | 2:55 pm – 4:00 pm (65 min) (activity bus available) |
| Wednesday (6/19/19) | 8:00 am – 9:30 am (90 min) | 3:45 pm – 4:50 pm (65 min) (activity bus available) |
| Thursday (6/20/19) | 6:30 am – 7:55 am (85 min) | 2:55 pm – 4:00 pm (65 min) (activity bus available) |
| Friday (6/21/19) | 6:30 am – 7:55 am (85 min) |  |

**Teacher agreed upon EARLY Final Exam Plan**

Work with your teacher(s), filling in the chart below, to arrange for an EARLY final exam time (see chart above) for all dates that you will be absent. Only completed forms will be accepted***. Please note, you will need to bring identification and check-in at the front of the Lyceum Theater on your testing date(s).***

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| --- | --- | --- | --- |
| **Period** | **Teacher Name/Class** | **Agreed Upon Test Date/AM or PM Option** | **Teacher Initials** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

***Parents please sign AFTER teacher(s) and student have completed the above EARLY Finals plan.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Parent Signature:** |  |  | **Date**: |  |

|  |  |  |  |  |
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| **Student Signature:** |  |  | **Date**: |  |