



Elizabeth High School

Dear Parent/Guardian,

November 26, 2019

PLEASE READ CAREFULLY! The final exam schedule is designed to provide students with the best possible testing environment. Students will be taking a final exam/assessment in all core classes, as well as other classes. Classes will meet December 17 – 20 on the following schedule.

Tuesday, Dec. 17 Exams 1 & 2	Wednesday, Dec 18 Exams 3 & 4	Thursday, Dec. 19 Exams 5 & 6	Friday, Dec. 20 Exams 7 & 8
Block 1 Exam 8:00-10:00	Block 3 Exam 8:00-10:00	Block 5 Exam 8:00-10:00	Block 7 Exam 8:00-10:00
Cardinal Time 10:00-10:20	Cardinal Time 10:00-10:20	Cardinal Time 10:00-10:20	Cardinal Time 10:00-10:20
Block 2 Exam 10:25-12:25	Block 4 Exam 10:25-12:25	Block 6 Exam 10:25-12:25	Block 8 Exam 10:25-12:25
Lunch (optional) 12:30-1:05	Lunch (optional) 12:30-1:05	Lunch (optional) 12:30-1:05	
Final Makeups 1:10-3:10	Final Makeups 1:10-3:10	Final Makeups 1:10-3:10	
Study Hall Session in the Cafetorium for students staying on campus Schedule Changes	Study Hall Session in the Cafetorium for students staying on campus Schedule Changes	Study Hall Session in the Cafetorium for students staying on campus Schedule Changes	
Buses Depart 3:10	Buses Depart 3:10	Buses Depart 3:10	Buses Depart 12:35

- **Students are expected to attend all classes, with the following exception:**
 - If a class does not have a final exam during the Final Exam Block, **AND you wish to give permission for your student to leave campus during that Block and/or at 12:25 each day, the **PERMISSION TO LEAVE CAMPUS FORM** must be signed BY A PARENT/GUARDIAN and returned the Attendance Office ASAP.**
 - If permission is not given, students are required to attend class during that block and/or attend the 1:00 Study Hall.
 - Friday, Dec. 20, all buses will depart EHS at 12:35
- **If your student is absent from a final exam block because they overslept, thought they didn't have to be there, etc. ~ their absence will be "Unexcused" & they will receive a "Zero".**
- If your student needs to leave school early, please call (303) 646-1770 and **leave a message the night before or BY 7:30 AM.**
- **We will not interrupt Final Exam Classes** to give students messages or passes to leave the building.
- **Students are required to remain in their classroom, even if they finish the exam early.**
- We encourage students to avoid absences during exam week.
- Attendance to Study Hall class is not required during the final exam block.
- **Attendance to Learning Support and Math Lab is required, as directed by teacher!** These ARE NOT Study Hall classes.
- If a student "plans" to be absent (out of town, medical procedure, etc.) during a Final Exam Block, **parents must notify the Attendance Office ASAP** regarding this planned absence, (303) 646-1637.
- **If there are extenuating circumstances & the student must take a final exam EARLY, the student or parent must discuss the issue with Mr. McClendon, who will determine if the student may take the exam early.**
- **All final exams must be completed by students no later than Friday, January 10, 2020, at 3:30 PM.**



PERMISSION TO LEAVE CAMPUS FORM

FINAL EXAM WEEK

DEC. 17 – 20, 2019

- **PARENTS: When signing this form, you agree to the following:**
 - Parents are responsible for arranging their student's transportation, if departing early.
 - Attendance to Learning Support & Math Lab classes is required, as directed by teacher!
 - **Students may not leave campus between finals!**
 - Students are not allowed on any other campus in our district during school hours.
 - If your student remains on campus during final exams, they must be in their classroom.
 - If your student remains on campus from 1:10 – 3:10, they must be in the Study Hall Session located in the Cafetorium, or working with a teacher.
 - **This form DOES NOT give permission for students to leave class when finished with their final ~they are required to stay in class until the bell.**
- Buses depart at 3:10 on Dec. 17 - 19.
- Friday, Dec. 20, all buses will depart at 12:35.
- Teachers are available to help students after 1:10 PM ~ students, please make an appointment with teachers ASAP ~ or they may not be available.

My student's name(s) is/are: _____
(PRINT Student's FIRST & LAST Name)

1. _____ My student(s) has/have permission to leave campus **FOR THE**
(Parent Signature) **TEST PERIOD** that they do not have a final, **AND at 12:25.**
2. _____ My student(s) has/have permission to leave campus **ONLY** at 12:25
(Parent Signature) **EVERY DAY DURING FINALS WEEK.**
3. _____ My student **MUST STAY ON CAMPUS** during Finals Week.
(Parent Signature)

Completing this form is REQUIRED! Please return to the Attendance Window **ASAP!** Thank you!