



## PERMISSION FOR EARLY DISMISSAL ON FINAL EXAM DAYS

Dear Parent/Guardian:

Final Exams will take place at Collinsville High School on December 18th, 19th and 20th, 2019. Parents/guardians wishing to have their student(s) excused before the regularly scheduled end of day on exam days **MUST** complete this form for each child and return it to the **ATTENDANCE OFFICE ON OR BEFORE December 17, 2019.**

Your signature below signifies your permission for your student to be released early on December 18th, 19th or 20th, 2019 following their exam(s).

Please check the date(s) and time(s) your student will be dismissed early: 4<sup>th</sup> hour on December 18th, or 3<sup>rd</sup> hour on December 19th, or 5<sup>th</sup> hour on December 20th.

Wednesday, December 18, 2019

Thursday, December 19, 2019

Friday, December 20, 2019

\_\_\_ 1:00PM (4<sup>th</sup> period lunch/study hall)

\_\_\_ 11:15AM (3<sup>rd</sup> period lunch/study hall)

\_\_\_ 11:15AM (5<sup>th</sup> period lunch/study hall)

(All Vocational Classes)

Grade \_\_\_\_\_

Please Print Student Name Here \_\_\_\_\_

Please Print Parent/Guardian Name \_\_\_\_\_

\_\_\_ I give permission for my child to drive himself/herself home (Students with parking permits).

\_\_\_ I will pick my child up from the CHS campus and escort him/her home.

Parent/Guardian Signature of Approval \_\_\_\_\_

Parent/Guardian Contact Phone No. \_\_\_\_\_

Please note:

- \*Students are required to be in attendance for all academic final exams: 1) during the class periods(s) and 2) on the days(s) assigned.
- \*Students may leave the CHS campus at the scheduled time of the student's assigned lunch/study hall class period as long as they submit a parent/guardian signed permission form to the attendance office. (No handwritten notes or requests via phone will be accepted for early dismissals).
- \*Students are expected to be in class for the duration of the period.
- \*Documentation from a medical physician is required for students missing any final exams.
- \*If a student misses the first semester final exam(s) with a documented absence, s/he will be expected to make up these exams no later than the first three days of the second semester.
- \*Students will not be permitted to complete semester exams before the scheduled exam period.
- \*Students may not be permitted to make up final exams for unexcused absences that occur on a final exam day.

Collinsville High School Final Exam Schedule On Back Of This Page!

### Collinsville High School Mission Statement

*The Kahok Family offers and embraces opportunities for everyone to reach his/her fullest potential.*