November 15, 2017

Dear Stockbridge High School Students and Parents:

The purpose of this letter is to provide you with important information concerning the upcoming final exam schedule. Even though it seems as if the school year has just begun, the end of the first term is fast approaching. Final exams are scheduled for December 21 and 22.

To ensure the best possible environment, students will not be permitted to check-out while exams are being administered. Classroom interruptions and students in the hallway make it very difficult to maintain a positive testing environment.

Please note that exams will end early on Thursday, December 21 and Friday, December 22. Students who have completed and turned in their early release check-out form to the Attendance Office on or before December 15th must leave campus at 12:21 P.M. There will be no bus transportation for students that check-out early. Students that will not be checking out early will return to a designated class for the remainder of the day.

Early exams are not permitted. Students who have excused absences through prior approval from the Principal will be required to complete their exams on Monday, January 8, 2018 starting at 8:30 A.M. January 8th is the ONLY make up day for exams. If a student is ill on an exam day, it is the parent’s responsibility to contact the Principal prior to 8:20 A.M. to make arrangements for the student to complete their finals on Monday, January 8, 2018, starting at 8:30 A.M. Please note that the questions on the make-up exams will not be the same as those given during the regularly scheduled exam days.

**Students who arrive at school after 8:15 A.M. on exam days may not be admitted to their first exam of that day.

**LISTED BELOW IS OUR EXAM SCHEDULE.

***Thursday, December 21 (early release day)

Exam 1 - Block 1 (1st Period)
Exam 2 - Block 2 (2nd Period)

***Friday, December 22 (early release day)

Exam 1 - Block 3 (3rd Period)
Exam 2 - Block 4 (4th Period)

PLEASE SEE ADDITIONAL INFORMATION ON THE BACK OF THIS SHEET
Thursday and Friday  ***early release days

8:15-10:15  Exam I
10:15-10:21  Class Change
10:21-12:21  Exam 2
12:21-12:40  Early Release for Approved Students
12:40-1:05  Lunch
1:11-3:15  Students not approved for early release will return to designated class for the remainder of the day

** At 12:21 the students that have turned in their Early Release Check-Out form to the attendance office will be released to the front parking lot for pick up.

On behalf of the Stockbridge High School faculty and staff, we look forward to a great week of testing. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

[Signature]

Eric Watson, Ed.S.
Principal