

Approval for Absences: Final Exam Week

Absences requested during final exam week are subject to approval from the campus principal. If your child will be absent during the exam window (Tuesday, May 21 – Friday, May 24), **please complete the form below and return it to school by May 7, 2019. Semester exams may not be scheduled prior to the opening of the semester exam window on Tuesday, May 21, 2019.** For special considerations, please contact Tracie Langford at tracie.langford@pisd.edu.

With administrative approval, students may begin scheduling exams on Tuesday, May 21, and may even take additional exams from 2:00 p.m. – 4:00 p.m. on exams days in order to complete exams early.

Exams not completed prior to the beginning of the approved absence must be made up in June by scheduling after school hours with administrators. **All second semester exams must be made up by the end of the day on Thursday, June 13, 2019.**

Student's Name _____ ID _____

My son/daughter will be absent on the following days scheduled as semester exam days:

_____ Tuesday, May 21 (1st period study hall and 1st period exam)

_____ Wednesday, May 22 (2nd period exam and 3rd period exam)

_____ Thursday, May 23 (4th period exam and 5th period exam)

_____ Friday, May 24 (6th period exam and 7th period exam)

Reason for absence _____

Parent Name _____ Phone Number _____

Parent's Signature _____ Date _____

Administrator's Signature _____ Date _____

Excused Unexcused with Make-up Exams Allowed Unexcused

Comments: