



## PERMISSION FOR EARLY DISMISSAL ON FINAL EXAM DAYS

Dear Parent/Guardian:

Final Exams will take place at Collinsville High School on December 20, 21, and 22. Each of the exam days ends with a lunch period., which allows students to leave campus early when they have no finals remaining for the day. Parents/Guardians wishing to have their student(s) excused before the regularly scheduled release times on exam days **MUST** complete this form for each child and return it to the high school office ON OR BEFORE December 16, 2021. Please note that transportation will not be provided for students leaving early. If a student needs to ride district transportation, that student will need to remain at school until the scheduled release time.

Your signature below signifies your permission for your student to be released early on December 20, 21, **OR** 22 during their regularly schedule lunch period.

Please check the date and time your student will be dismissed early:

**Monday, December 20**

**Tuesday, December 21**

**Wednesday, December 22**

\_\_\_ 12:55PM (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)

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

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Sign Parent/Guardian Name Here

\_\_\_\_\_  
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 high school 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 entire exam 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.