



## Naperville Central High School final exam rescheduling permission form

***Students may seek permission to reschedule their final exams for the following reasons:***

1. A pre-planned absence that is parent/guardian excused and cannot be rescheduled.
2. The student has three rigorous exams on the same day. One of those exams may be moved to the make-up period with approval.

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To initiate approval for exams to be rescheduled due to either circumstance listed above, students and parents/guardians need to complete the process detailed below by the end of the day, **Monday, December 12, 2022.**

- Students will complete Part 1 of this form (below). The request must be verified by parent/guardian signature.
- Students will bring the completed form to Ms. Tardy or Dr. Jeretina in the NCHS main office. Once Dr. Jeretina has approved the request, students will receive Part 2 of this form, where they work with their teachers to arrange an alternate time for their final exam(s) to be administered.
  - *Please note that some exams may be required to be rescheduled during (December 28 & January 3-5) or after winter break. In this case, a semester grade of incomplete (INC) may be issued until the final exam is completed.*

December 20 exams	December 21 exams	December 22 exams
Period 1 (7:45-9:25)	Period 8 (7:45-9:25)	Period 7 (7:45-9:25)
Period 2 (9:35-11:15)	Period 3 (9:35-11:15)	Period 5 (9:35-11:15)
Period 6 (11:25-1:05)	Period 4 (11:25-1:05)	Make Up Period (11:25-1:05)

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### Part 1: To be completed by student and signed by parent/guardian

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date(s) of absence: \_\_\_\_\_

Reason for requesting exams to be rescheduled: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Assistant Principal, Dr. Jeretina, approval: \_\_\_\_\_

*Upon completion, submit this form to Ms. Tardy or Dr. Jeretina in the NCHS Main office*