



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, in class exams on the same day**. One of those exams may be moved to the make-up period with approval.

To initiate approval for exams to be rescheduled due to either circumstance listed above, students and parents need to complete the process detailed below by the end of the day, **Wednesday, December 13, 2023.**

- Complete Part 1 of this form (below). The request must be verified by parent/guardian signature.
- 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 after the last day of the semester (December 22). In this case, a grade of incomplete (INC) will be issued until the 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)

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. Requests will be reviewed, and if all criteria is met, the student will be provided with Part 2 of the document, exam rescheduling.