

Dear Tarpon Parent/Guardian:

Final Exams will be held from Monday, May 22nd to Thursday, May 25th. It is expected that students attend school each and every day. **No students are permitted to take exams early.** If a student misses an exam, the student is responsible for scheduling the make-up exams with Ms. Pyle in the Dean's Office.

During exam testing windows, Charlotte High has an increase in early dismissal requests from parents. In order to ensure this process is as smooth as possible for families, CHS is requesting parents fill out the "Early Dismissal Request" (below) if your son/daughter is leaving school other than our regular 1:55 P.M. dismissal on exam days. Your student will be marked as Excused Early Release when they leave and Excused Absence for the remainder of the day.

We will be on a modified bell schedule during these exams, so it is important to complete the Early Release form to expedite your student's dismissal. Students must have this form to leave campus early, or they will need to follow the regular dismissal process. Student's that choose to Early Release are responsible for their own transportation. Buses will **NOT** run early and students may NOT return to campus to ride the bus.

For more information, please contact our Attendance Office at 941-575-5450 ext. 1237.

Exam Schedule

Monday, May 22	Tuesday, May 23	Wednesday, May 24	Thursday, May 25
Period 7 Exam: 12:25 - 1:55	Period 6 Exam: 7:25 - 8:55 Period 4 (Lunch): 9:00 - 10:30 A Lunch: 9:00 - 9:30 B Lunch: 9:30 - 10:00 C Lunch: 10:00 - 10:30 Period 5 Exam: 10:35 - 12:05 Period 2: 12:10 - 1:00 Period 3: 1:05 - 1:55	Period 4 Exam: 7:25 - 8:55 Period 2 (Lunch): 9:00 - 10:30 A Lunch: 9:00 - 9:30 B Lunch: 9:30 - 10:00 C Lunch: 10:00 - 10:30 Period 3 Exam: 10:35 - 12:05 Period 1: 12:10 - 1:00 Period 7: 1:05 - 1:55	Period 2 Exam: 7:25 - 8:55 Period 6 (Lunch): 9:00 - 10:30 A Lunch: 9:00 - 9:30 B Lunch: 9:30 - 10:00 C Lunch: 10:00 - 10:30 Period 1 Exam: 10:35 - 12:05 Period 4: 12:10 - 1:00 Period 5: 1:05 - 1:55

Exam Early Dismissal Request

Student's Name: _____
(Please Print)

Student's ID: _____

Parent's Name: _____
(Please Print)

Parent's Phone/Cell: _____

Students can sign-in to school, through the front office, at any time. Please sign **EACH** day that corresponds with your student's anticipated dismissal time.

Day	Monday	Tuesday	Wednesday	Thursday
Exams	Per 7	Per 6 & 5	Per 4 & 3	Per 2 & 1
EER Time	N/A	After 5 th period exam at 12:05	After 3 rd period exam at 12:05	After 1 st period exam at 12:05
Parent Signature	N/A			

STUDENT MUST HAVE THIS FORM TO LEAVE EARLY

White copy: Must be kept by the student as their early release pass for the entire week
 Yellow copy: Kept on file in the Attendance office