

Dear Parent/Guardian of Senior CHS Student:

Final Exams will be held on Monday, May 8th to Thursday, May 11th. It is expected that students attend school each and every day. **No students are permitted to take exams early** and if a student misses an exam, the student is responsible for scheduling the make-up exam with the teacher for Friday, May 12th.

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.

We will be on a regular bell schedule during these exams, so it is important to complete the Early Release form to expedite your Senior's dismissal.

Students must have this form to leave campus early, or they will need to follow the regular dismissal process.

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

This form is NOT an exam waiver form

Senior Final 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*** the box that corresponds with your student's anticipated dismissal time.

STUDENT MUST HAVE THIS FORM ON THE DAYS THEY PLAN TO LEAVE EARLY

Day	Monday	Tuesday	Wednesday	Thursday
Exams	Per 7	Per 5 & 6	Per 3 & 4	Per 1 & 2
EER Time	After 6 th period at 1:05	After 4 th period at 10:40	After 2 nd period at 9:00	N/A
Parent Signature				N/A
EER Time	N/A	After 5 th period exam at 12:15	After 3 rd period exam at 9:50	After 1 st period exam at 8:10
Parent Signature	N/A			
EER Time	N/A	After 6 th period exam at 1:05	After 4 th period exam at 10:40	After 2 nd period exam at 9:00
Parent Signature	N/A			

Students must provide the attendance office (B 226) with the yellow page of this duplicate form before they use it to release from school

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