

# FINALS WEEK PERMISSION FORM FOR STUDY HALL STUDENTS AND TEACHER'S AIDES

*Students planning to miss their Study Hall or TA period during Final Exams, must complete this form and turn it in to the Secondary Office in advance.*

**Failure to complete and turn in this form will result in an unexcused absence.**

Students may choose not to attend their Study Hall or Teacher's Aide (TA) period during Final Exams, but will be expected to be in class if they are on campus. Students will be permitted to arrive on campus after their scheduled Study Hall/TA period, or leave campus before their scheduled Study Hall/TA period. However, regular attendance procedures will apply.

***Students planning to leave campus early, or arrive to campus late, must sign in/out with the Secondary Office.***

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date

**I plan to miss my scheduled Study Hall or TA Period:**

*(TA's please inform the Teacher you work for)*

TA or SH (check the boxes for either your TA or Study Hall period(s))

- 7<sup>th</sup> Period** on Tuesday, January 17
- 2<sup>nd</sup> Period** on Wednesday, January 18
- 1<sup>st</sup> Period** on Wednesday, January 18
- 3<sup>rd</sup> Period** on Thursday, January 19
- 4<sup>th</sup> Period** on Thursday, January 19
- 5<sup>th</sup> Period** on Friday, January 20
- 6<sup>th</sup> Period** on Friday, January 20

\_\_\_\_\_  
Parent/Guardian Signature (Required for an excused absence)

\_\_\_\_\_  
Date

<b>Tuesday</b>	<b>Jan. 17</b>	Regular School Hours (modified period schedule – please see reverse side)	7:45 – 12:55	1 <sup>st</sup> through 7 <sup>th</sup> periods
			1:00 – 2:45	7 <sup>th</sup> period exam
<b>Wednesday</b>	<b>Jan. 18</b>	Half Day (school dismisses at 11:45)	7:55 – 9:40	2 <sup>nd</sup> period exam
			9:40 – 9:55	Break
			10:00 – 11:45	1 <sup>st</sup> period exam
<b>Thursday</b>	<b>Jan. 19</b>	Half Day (school dismisses at 11:45)	7:55 – 9:40	3 <sup>rd</sup> period exam
			9:40 – 9:55	Break
			10:00 – 11:45	4 <sup>th</sup> period exam
<b>Friday</b>	<b>Jan. 20</b>	Half Day (school dismisses at 11:45)	7:55 – 9:40	5 <sup>th</sup> period exam
			9:40 – 9:55	Break
			10:00 – 11:45	6 <sup>th</sup> period exam