

HINSDALE CENTRAL HIGH SCHOOL

Throughout the school year arrangements can be made to move an assessment. The request must be made with your teacher at least 24 hours prior to the assigned assessment date.

If a student is requesting to reschedule a Final Exam, the student must receive approval from the Deans' Office prior to rescheduling a Final Exam. Students may move an exam to a make-up period or study hall. Forms must be submitted prior to Day 1 of Final Exam week. This form must be completed and turned into the Deans' Office on the school day before the original scheduled assessment date. Parent signature only necessary to reschedule a Final Exam.

Student Name:		School ID#	
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Date(s) of assessments that need to be rescheduled		Reason for reschedule	
In the spaces below, list your teachers, classes and periods that have an assessment scheduled on the date(s) listed above.			
Period/Class	Teacher Signature	Rescheduled Date	Location

1			
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2			
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3			
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4/5/6			
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6/7/8			
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9			
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10			
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**For a rescheduled assessment during a regular school day, the student will report to the teacher assigned classroom.*

***If rescheduling a final exam assessment, I understand that my student does not need to attend the assessment listed above on the designated date. My student will:*

	not be in school* <i>(If your child will not be in school, please call the Attendance Line (630.570.8090) and leave a message.)</i>
	be in the student cafeteria at school
	other (please explain)

Parent Signature

Date

For Office Use Only

Approved
Denied and reason