



January 2010

Dear Freshman and Sophomore Parents:

On the opposite side of this sheet you will find the high school exam time schedule and also procedures for students to follow on exam days. We feel this allows for both freedom and structure so that the students are enabled to do their best on the exams.

Although there will be supervised areas set aside for study, you, as parents, may grant permission for your son or daughter to remain home when he/she does not have an exam. Please refer to procedure number 7 on the reverse side of this form which pertains specifically to 9th and 10th grade students.

Please use the form below for your request. **Do not telephone the office to excuse your student.**

Sincerely,

Clyde Rinsema

CR/cai

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I wish to have \_\_\_\_\_  
(student name)

remain or return home during the time blocks indicated below. I understand he/she does not have exams at these times. I will assume responsibility for his/her transportation and his/her time.

Please circle time blocks to be excused:

Wednesday	Jan 13	<b>8:30-10:00</b>	<b>10:15-11:45</b>	<b>1:00-2:30</b>
Thursday	Jan 14	<b>8:30-10:00</b>	<b>10:15-11:45</b>	<b>1:00-2:30</b>
Friday	Jan 15	<b>8:30-10:00</b>	<b>10:15-11:45</b>	<b>1:00-2:30</b>

\_\_\_\_\_  
Parent Signature