



"A Tradition of Excellence"

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May 7, 2019

Dear Cartersville High School Seniors and Families:

It is hard to believe your last year in high school is drawing to a close. The purpose of this letter is to share with you the procedures for senior final exam week. Included with this letter, you will find the final exam schedule for seniors. **Teachers will notify seniors if they are eligible to exempt their final exams on Wednesday, May 15. Seniors exams will be administered on May 16, 17, and 20. Seniors are not expected to stay and attend class on days in which they are exempt from their final exams. However, they are expected to leave campus if they have a signed early release form on file and do not plan on staying. They should not be in unauthorized areas throughout the school. Seniors who are not exempt from exams or who do not have an early release form signed by a parent on file should be in their appropriate classes throughout the day.** Bus transportation will ONLY be provided at 3:45 p.m. (regular dismissal time) on senior final exam days. Seniors who remain on campus will report to their regularly scheduled classes and lunch will be served in the cafeteria during all three lunch periods.

Once an exam period begins, we will not interrupt classes unless an emergency exists. Please understand we will be unable to retrieve students for early checkout or send messages to students *during an exam period*. If your student misses an exam because of an absence, **medical documentation** must be provided. The missed examination(s) should be completed at the student and teacher's earliest opportunity, and students should contact individual teachers to schedule these make-up exams. Exams may not be taken prior to the scheduled date and time.

Report cards will be mailed to the address on file by June 8th. If your student will need to participate in summer credit recovery at CHS, please make sure you communicate with the school counselor.

Students are required to turn in all textbooks and library books and pay all outstanding fines/fees. **All financial obligations to the school (e.g. lunch accounts, library fines, athletic fees and/or uniforms) must be cleared for students to receive final grades and participate in the commencement ceremony.**

Thank you again for a great year and for staying focused on the successful completion of final exams. On behalf of the entire staff, please accept our sincere wishes for a restful and enjoyable summer. Congratulations and best of luck in all of your future endeavors! We are very proud of you.

Respectfully,

Shelley Tierce, Principal

Cartersville High School Senior Exam Schedule (Spring 2019)

Thursday, May 16, 2019	
8:30-9:20 9:25-10:15 10:20-11:10	1 st Period – All seniors who are not exempt from their final exams are expected to be in class as usual 2 nd Period – All seniors who are not exempt from their final exams are expected to be in class as usual 3 rd Period – All seniors who are not exempt from their final exams are expected to be in class as usual
11:15-12:05 12:10-1:00 1:05-1:55	4 th Period – All seniors who are not exempt from their final exams are expected to be in class as usual 5 th Period – All seniors who are not exempt from their final exams are expected to be in class as usual 6 th Period – All seniors who are not exempt from their final exams are expected to be in class as usual
2:00-2:50	7th Period – Final exams given during regular class time – SENIORS ONLY
2:55-3:45	8th Period – Final exams given during regular class time – SENIORS ONLY
	*Seniors will take final exams for 7th and 8th periods. Students who are on campus because they are not exempt from upcoming exams or do not have an early release form signed by a parent on file are expected to be in their regularly scheduled classes.

Friday, May 17, 2019	
8:30-9:20 9:25-10:15 10:20-11:10	1 st Period – All seniors who are not exempt from their final exams are expected to be in class as usual 2 nd Period – All seniors who are not exempt from their final exams are expected to be in class as usual 3 rd Period – All seniors who are not exempt from their final exams are expected to be in class as usual
11:15-12:05 12:10-1:00 1:05-1:55	4th Period – Final exams given during regular class time – SENIORS ONLY 5th Period – Final exams given during regular class time – SENIORS ONLY 6th Period – Final exams given during regular class time – SENIORS ONLY
2:00-2:50	7th Period – Early Release – SENIORS ONLY (must have permission form)
2:55-3:45	8th Period – Early Release – SENIORS ONLY (must have permission form)
	*Seniors will take final exams for 4th, 5th and 6th periods. Students who are on campus because they are not exempt from upcoming exams or do not have an early release form signed by a parent on file are expected to be in their regularly scheduled classes.

Monday, May 20, 2019	
8:30-9:20 9:25-10:15 10:20-11:10	1st Period – Final exams given during regular class time – SENIORS ONLY 2nd Period – Final exams given during regular class time – SENIORS ONLY 3rd Period – Final exams given during regular class time – SENIORS ONLY
11:15-12:05 12:10-1:00 1:05-1:55	4th Period – Early Release – SENIORS ONLY (must have permission form) 5th Period – Early Release – SENIORS ONLY (must have permission form) 6th Period – Early Release – SENIORS ONLY (must have permission form)
2:00-2:50	7th Period – Early Release – SENIORS ONLY (must have permission form)
2:55-3:45	8th Period – Early Release – SENIORS ONLY (must have permission form)
	*Seniors will take final exams for 1st, 2nd, and 3rd periods. Students who are on campus because do not have an early release form signed by a parent on file are expected to be in their regularly scheduled classes.



Cartersville High School



SENIORS ONLY

Early Dismissal Request for May 16, 17, and 20

Permission is granted for _____
Print student's full name

to be dismissed from school **after they have completed their final exam(s) and are exempt from their other exams** on EACH of the following days: Thursday, May 16, Friday, May 17, and Monday, May 20

If you do NOT give permission for early release on **ALL** exam days, please circle which dates you are giving permission for your child to be dismissed in the space below:

Thursday, May 16

Friday, May 17

Monday, May 20

Buses WILL NOT run early: ONLY AT 3:45 P.M.

Parent/Guardian Signature

Telephone Number (Home/Work/Cell)

2nd Period Teacher Name (Please Print)

**RETURN THIS FORM TO YOUR STUDENT'S
2nd PERIOD TEACHER BY ON OR BEFORE WEDNESDAY, MAY 15.**

**(Return this form to the Attendance Office if the
student does not have a second period teacher)**