

Exam Change Form

Current procedure allows students who have more than two exams on one day to move one of those exams to another day so they do not have 3 exams in one day. All exam changes must be submitted for approval. You must get your teacher's signature indicating their approval of the change. ***Please Note: Teacher signature does NOT mean approval of the exam change.*** All changes must be cleared through Mrs. Downing/Mr. Garrett and you will receive your notice of approval/denial AFTER it has been turned into the office. Once this form has been completed and signed by the teachers and parent, please form and return it to the office.

Deadline for all change requests: December 10, 2021

Name: _____

Grade: _____

Exam Schedule

Wednesday December 15	Thursday December 16	Friday December 17
1 st hour – 8:15 - 9:50	2 nd hour – 8:15 - 9:50	3 rd hour – 8:15 - 9:50
4 th hour – 10:15 - 11:50	6 th hour – 10:15 - 11:50	5 th hour – 10:15-11:50
8 th hour – 12:30 – 2:05	7 th hour – 12:30 – 2:05	

Exam change request:

Exam & class hour	moved to (hour)	Teacher Signature
1. _____	_____	_____
2. _____	_____	_____

Reason for change request:

Parent Signature: _____



For office use only:

Request: Approved / Denied

If denied, reason for denial: _____