

Dear Parents,

As we approach the closing of the school year and this semester, preparations for final examinations are beginning. We want to provide you with information concerning our school operations at this important time of the year.

1. Students will take comprehensive final examinations covering the curriculum of their current courses. These examinations will be given according to the following schedule:

**SENIOR EXAMS – Wednesday, May 16 – Friday, May 18**

Wednesday, May 16: B Day 3<sup>rd</sup> and 4<sup>th</sup> Exams

Thursday, May 17: A Day 1<sup>st</sup> and 2<sup>nd</sup> Exams and 3<sup>rd</sup>, & 4<sup>th</sup> Period Exams

Friday, May 18: 1<sup>st</sup> and 2<sup>nd</sup> Period Exams. Seniors must leave campus after 2<sup>nd</sup> Period.

**\*Seniors must leave campus at the end of 2<sup>nd</sup> block.**

**9<sup>th</sup> – 11<sup>th</sup> Grade Exams – Friday, May 18 – Wednesday, May 23**

| Friday<br>May 18   | Monday<br>May 21   | Tuesday<br>May 22  | Wednesday<br>May 23                               |
|--|--|--|---|
| 1 <sup>st</sup> Period Regular Class &<br>1B Exam<br>8:20 – 10:03  | 1 <sup>st</sup> Period Regular Class<br>8:20 – 10:03               | 3 <sup>rd</sup> Period Exam & 3B<br>8:20 – 9:50  | 1 <sup>st</sup> Period Exam & 1A<br>8:20 – 9:50   |
| 2 <sup>nd</sup> Period Regular Class &<br>2B Exam<br>10:08 – 11:41 | 2 <sup>nd</sup> Period Regular Class<br>10:08 – 11:41              | 4 <sup>th</sup> Period Exam & 4B<br>10:00 – 11:30  | 2 <sup>nd</sup> Period Exam & 2A<br>10:00 – 11:30 |
| 3 <sup>rd</sup> Period Regular Class<br>11:46 – 1:52               | 3 <sup>rd</sup> Period Regular Class &<br>3A Exam)<br>11:46 – 1:52 | <b>BUSES LEAVE CAMPUS AT 11:35</b><br><i>(Sack lunches will be available for students at dismissal.)</i> |   |
| 4 <sup>th</sup> Period Regular Class<br>1:57 – 3:30                | 4 <sup>th</sup> Period Regular Class &<br>4A Exam<br>1:57 – 3:30   |  |   |
| BUSES LEAVE CAMPUS AT 3:35   |  |  |   |

2. Students will be expected to return all textbooks and students should return media center materials before the end of the semester or make payments for lost or damaged textbooks. Payments may be made to the bookkeeper, Ms. Ramsden. Students who have lost or damaged textbooks and/or media center material fines must clear them prior to receiving textbooks at the beginning of the next school year or participate in Graduation.
3. No student will be given a final examination early. Also, no student will be dismissed from the final exam until the end of the designated time. Please make arrangements accordingly.
4. If it is necessary for students to miss a final examination because of illness, hospitalization or family emergency, the parent must notify the school in advance. Parents should send an email to Dr. Susan Stoddard ([susan.stoddard@cobbk12.org](mailto:susan.stoddard@cobbk12.org)) detailing the days and reason for absence. After administrative approval, the time and date for final makeup will be scheduled between the teacher of

record and the student/parent. Students who miss a required State Milestone End of Course Test (EOC) will need to schedule a makeup test with Mrs. Tanya Robson.

Sincerely,

Andy Bristow, Ph.D.  
Principal  
Kell High School