**End of Semester Memo**

**Spring Semester 2023-2024**

***This packet has been put together to give you information about the end of the Second Semester.***

|  |  |
| --- | --- |
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*If you have any questions after reviewing this material, please contact the Curriculum Office by emailing “185 Curriculum” or by stopping by A11.*

**Exam Information**

1. **Performance Exams**

There is no set Performance Exam schedule. BITs should choose a date for the Performance Exam that fits their curriculum and pacing. Please ensure that students understand that the test given on that day is the Performance Exam and how much it will count toward their grade.

1. **Objective Finals**

With the exception of End of Course tests, objective finals will be given during the final exam

block.

1. **Exams are Mandatory**

Performance Exams and state End of Course/Milestones tests are mandatory for all students. Objective/Local Final Exams/District Assessments may be exempted by graduating seniors who have met the requirements.

No student may take an exam before the scheduled date for his or her class. Students will not be granted Pre-Arranged Absences for final exam days.

**MAY 2024**

 **Final Exams and School Materials/ Fines**

 Brookwood has a procedure to ensure that we get back all Media Center books, textbooks,

and school materials before students leave for the summer. **Graduating 12*th* Graders must**

**turn in their assigned Chromebooks and charger before Graduation.**

Students must also pay all required Media Center fines, Chromebook/charger fines, lunchroom fines, or textbook fees at the end of the semester.

1. All students will be required to have textbooks checked prior to exam day.
2. If students have not returned the materials or cleared their fines before or on the exam day, they are not allowed to take the local final exam during the two-hour block; instead, they must make up the final on **Wednesday, May 22** during the makeup exam block. Any concerns students have should be discussed with their teacher.

**Exam Schedules**

| **Final Exam Schedule** |
| --- |
| ***Friday, May 17- Full Length Day (Modified Bell Schedule)*** | Begin | End |
| 4th Period Exam (ALL Students) or4th Period Guided Study | 7:20 | 9:20 |
| 5th Period Exam (12th Graders ONLY) or5th Period Class (9th-11th Graders) or5th Period Guided Study (GS release for lunch at 10:55) | 9:28 | 11:28 |
| 4th Period Lunch or 4th Period Class | 11:35 | 12:03 |
| 6th Period Exam or6th Period Guided Study (Lunch from 12:10-12:38. Report to GS by 12:45) | 12:10 | 2:10 |
|  |  |  |
| ***Monday, May 20 - Early Release*** | Begin | End |
| 1st Period Exam | 7:20 | 9:28 |
| Break | 9:28 | 9:38 |
| 2nd Period Exam | 9:43 | 11:45 |
|  |  |  |
| ***Tuesday, May 21 - Early Release*** | Begin | End |
| 3rd Period Exam | 7:20 | 9:28 |
| Break | 9:28 | 9:38 |
| 7th Period Exam | 9:43 | 11:45 |
|  |  |  |
| ***Wednesday, May 22 - Early Release*** | Begin | End |
| 5th Period Exam | 7:20 | 9:28 |
| Break | 9:28 | 9:38 |
| Makeup Exam Period | 9:43 | 11:45 |

1. **Make-Up Exams**
* Students who miss exams because of an absence, lost books, or unpaid fines will need to make up exams on **Wednesday, May 22** during the makeup exam block 9:43 a.m. – 11:45 a.m.
* Students should report to the media center. Make-up exams will begin promptly at 9:43 a.m.
* If students do not show up to take the make-up exam by 9:43 am on Wednesday, May 22, a zero will be averaged in for that portion of their grade.
* If students miss the make-up exam on May 22, there will be an additional make-up session on Thursday, May 23 at 8:00 am in A201.
* Students may also contact the Main Office to coordinate taking a make-up final over the summer. This must be taken before school begins in the Fall.

***Local Final Exams & DAs***

1. Make-ups for Local Finals will be administered on **Wednesday, May 22 at 9:43 a.m.**

1. The exams will be administered by the testing office. Students should report to the Media Center.
2. Please remember to enter an NTI in the gradebook for students who miss the final (or put in a zero for the EOC). Grades can be changed after students make up their exams.
3. **For all students needing a makeup exam:** Prepare an *Individual Folder* for each student

requiring a makeup and complete the[**Makeup Exam Ticket**](https://docs.google.com/document/d/1hdje4fdVrTpeKl9B3U6_bO0qMj8bEpim3jEY7Y0GOTE/edit?usp=sharing) (Linked here and included in hard copy form at the end of this memo). Place the makeup exam ticket and any additional resources (scratch paper, periodic tables etc.) in the folder. The Makeup Exam Ticket can also be found in an email from Joe Cox.

1. Graduating seniors cannot make-up exams after Wed, May 22, since Graduation has already

occurred. See Daria Williamson on **Tuesday, May 21** if you have a unique circumstance.

1. **Turn in any make-up exam folders to the nearest Grade Level Office (F24, E24, or B120) on**

**Tuesday, May 21 by 1:00 pm except for 5th period. 5th Period should be turned in by Wed, May 22 at 9:35. These should be submitted to the Media Center.**

1. If students arrange to take their final exam over the summer, the Main Office personnel will

administer the final, alert you, and will get the final back to you before or during preplanning.

**Miscellaneous End-of-Year Information**

1. **Early Release Days & Students Leaving Campus**

On final exam early release days, students must leave the building at the 11:45 a.m. dismissal. If you would like a student to remain on campus with you for make-up work or extra help, please utilize the **blue** “Exam Day Pass” forms that will be placed in your mailbox the week before exams.

1. **Yearbook Distribution**

Yearbooks will be distributed in the Commons during **lunches on Friday, May 3**  There will be no changes to the bell schedule. Teachers, please do not allow students to leave Guided Study or your class in order to pick up their yearbooks.

1. **Maxwell & Grayson Students**

Before or on **Friday,** **May 3**, each Maxwell or Grayson Tech student should receive detailed information about when and where they should be during May.

**E. Students in Danger of Failing**

Teachers MUST contact parents of students who are failing or in danger of failing. Document your communication. Potential failure letters are available in the Counseling Office should you prefer this method of contact.

**F. *ALL teachers MUST tear off and fill out the senior failure report at the end of this memo and turn it in to room A-1 by 1:00 on Tuesday, May 21.***

1. **Report Cards**

 Second Semester Report Cards will be mailed directly to students’ homes in mid-June.

**Attendance Information**

1. **Late Arrival or Early Release During Guided Study Blocks**
	1. With parent permission, students may study at home during their Guided Study exam block OR may leave school on the day of their Guided Study Period’s exam block.
	2. Guided Study teachers will receive Late Arrival/ Early Dismissal Passes in their mailboxes to hand out.
	3. Upon arrival to school during the Guided Study exam block, students should enter through the Maroon Gym Lobby and then report directly to Guided Study. It is not necessary that they check in through the Attendance Office. As the end of the exam period gets close, the personnel in the Maroon Gym Lobby will direct students to report to the Commons, instead of Guided Study, to wait for the bell. This helps cut down on traffic in the hallways.
2. **Miscellaneous Attendance Information**
3. Students may NOT check out before the end of the exam block.
4. Pre-Arranged absences are NOT permitted on final exam days.

1. **Take Attendance Promptly During Every Exam Period!**

**Senior Information**

* + 1. **Senior Picnic**

The Senior Picnic will take place during **5th- 7th periods on Friday May 3**. See emails from Erin Thompson or Ryan Hanik.

* + 1. **Senior Exams**

Seniors will take their 4th, 5th, and 6th period exams on **Friday, May 17**. Please ensure senior students know this important information.

* + 1. **Senior Failures**

Teachers MUST contact parents of seniors who are failing or in danger of failing no later than week 12 of the semester and should remain in contact with progress. Document your communication. Failure letters are available in the Counseling Office should you prefer this method of contact. After the 7th period final exam on **May 21**, ***ALL*** teachers must fill out the **Senior Failure List** on page 10 of this memo and turn it in to **Counseling, Room A1, no later than** **1:00 on Tuesday, May 21**. *This is required of all teachers, even if they don’t teach seniors.*

***ALL teachers MUST tear off and fill out the Senior Failure Report at the end of this memo and turn it in to Room A1 by 1:00 on Tuesday, May 21. You MUST complete this even if you don’t teach seniors.***

* + 1. **Graduation Practice**

Seniors should report to Graduation practice **on Wednesday, May 22**. Seniors do not report to classes during the 5th period exam block on this day.

* + 1. **Outstanding Obligations & Diplomas**

A graduating senior will not receive a diploma if he/she has any outstanding obligations such as a textbook that needs to be turned in or paid for, Media Center books that need to be returned, school equipment that needs to be turned in, or fines that need to be paid.

* + 1. **Graduation**

Graduation will occur on **Wednesday, May 22 at 8:00 pm** at the Stadium. Please be on the lookout for important Graduation information from Erin Thompson.

**Exam Exemption Procedures for Graduating Seniors - May 2024**

|  |  |
| --- | --- |
| Date | Event |
| **Mon., May 6 during** **Guided Study** | * *Senior Guided Study teachers should explain*
1. The Exemption Information found on page 13 of the packet.
2. The Senior Exam Schedule (and post it in a visible spot).
3. We do not have any jurisdiction over CLC, Maxwell, Grayson, or Dual Enrollment college classes. Our exemption information only pertains to local Brookwood final exams.
4. Students may NOT exempt Performance Exams or EOCs.
* FYI: If a student exempts an exam but has outstanding fines or fails to return school materials such as Media Center books or textbooks, they will not receive a diploma until those obligations are handled.
 |
| **Tues., May 7 – Mon., May 13 during** **All Class Periods** | * Seniors will work with their teachers to determine if they are exempt for any specific classes.
* AP teachers ***should*** add the +10 to determine if a student has a 90.0+ and is eligible for exemption.
* Please note that Exam Exemption eligibility is for GRADUATING SENIORS. Non-seniors who are in Senior classes may NOT exempt. Students who should be seniors based on their high school start date but are not graduating in May are NOT eligible to exempt finals.
* Teachers of seniors should tell students that they must turn in textbooks before or during the exam period for that class. Otherwise, the exam exemption will be nullified.
 |
| **Fri., May 17 - Tue., May 21** | * **Classroom teachers should not mark exempt students absent on exam days.**
 |

***Teachers of Seniors: Tear off and post the Exam Exemption Flyer at the end of this memo.***

**Grade Reporting Dates At-a-Glance**

May 17 - May 21

1. Grade final exams each day and enter grades in the gradebook. POST GRADES EACH DAY

according to Kristin Chelko/Rick McAfee’s email(s).

1. Reminders about grades:
	1. **Final Sem 2 Averages > 100:** A student may NOT receive a semester grade greater than 100 (or 110 for an AP class). You will have to override the grade to change any final Semester 2 averages that are greater than 100 and manually change it to a 100. If you teach an AP class, you still must not have any averages greater than 100.
	2. **Students who do not take the final exam:**
2. **Non-EOC Classes:** Enter **NTI** as the final exam grade for any student who did not take the exam for whatever reason.
3. **EOC Classes:** **For any student who did not take the EOC, leave the EOC grade BLANK.** If EOC scores have not yet been received, leave the EOC grade BLANK for all students in the class.
4. **Reminder to AP teachers:** Do NOT add the 10 bonus points for AP classes in the gradebook. The bonus points will be automatically added when the semester grade is posted to Synergy SIS.
5. **Audit students:** If you have been informed by the Curriculum Office that a student should receive a Mandatory Audit (AUD) for your class ***OR***, if the student is on the potential audit list, and you have decided that a Potential Audit due to ESOL or a late enrollment should be given, be sure to override the final average to AUDIT per the instructions you will receive. If you have questions, see Kristin Chelko.

**You will receive information on the following via email from Kristin Chelko or Rick McAfee. PLEASE READ the email.**

* Grade Book Steps to Prepare for Posting
* Entering grades
* Finalizing grades
* Posting grades
* Verifying grades on May 23 and making needed changes
* Making grade changes after Grade Verifications have been turned in.

**Please pay close attention to this email and follow all instructions.**

**Technology End-of-Year Requirements**

ALL INSTRUCTIONS CAN BE FOUND IN THE SCROLLING SLIDES ON THE eCLASS BROOKWOOD HS TRAINING PAGE.

**ALL Faculty & Staff**

* Clean out/delete any unneeded or unwanted files and emails in:
	+ Outlook
	+ S: drive
	+ Google Drive
	+ H: drive
	+ OneDrive
* Check the following locations on your hard drive for files that need to be moved (or deleted if they're no longer needed), and move them to your Google Drive, OneDrive, OR flash/external drive:

|  |  |  |  |
| --- | --- | --- | --- |
| * + Desktop
 | * + Documents
 | * + Downloads
 | * + Pictures
 |

* + Look in C:\Users\your e number\ for other files like Internet Explorer favorites, Screencast-O-Matic files, Zoom recordings, Boardmaker files, Music, etc.
* **Highly Recommended**: Copy all files from your H: drive to somewhere else - Google Drive, OneDrive, and/or external device. This is not mandatory, but we strongly encourage you to move all files.

**Teachers**

* Close out and archive your Google Classrooms, if applicable. Google Classrooms MUST be archived. Follow the [recommendations linked here](https://docs.google.com/document/d/1ZaEzrqIJQSs54hykjaCT7Erb9P8xxrrtSPasfCyk-Lg/edit#heading=h.jp9zpck8lods) to ensure all work is returned and closed out.
* Turn off printers, monitors, and desktop computers, but leave power cords and network cables plugged in. **(Do not move any GCPS desktop computers, monitors, or printers to a different room, even if you are changing classrooms next year.)**
* Take home any computers/laptops and peripheral equipment that are your personal property.
* Report any problems with classroom desktop computers and printers by **submitting a ticket from your portal homepage** so repairs can be made over the summer.
* If you have had any additional software installed on lab computers, **submit a ticket on your portal homepage** to request that the software be re-installed on those computers after summer reimaging. Please specify the software title and the computers where it should be installed.
* Store GCPS digital cameras and video cameras, student response devices, etc. in a locked location. If you do not have a secure area to store these devices, make arrangements with the Media Center for a secure summer storage location. Take batteries out of remote controls and store them in your desk drawer.

* Return any found chromebooks and chargers to the Media Center. This includes, but is not limited to, student chromebooks/chargers left in your classroom, general use chromebooks, chromebooks with an unknown owner, etc.

 **Staff Not Returning to Brookwood (transferring within GCPS or leaving GCPS)**

*You must turn in your laptop and other equipment* ***by 2:30 pm on Thursday, May 23.***

* Turn in your laptop with backpack, mouse/keyboard/adapter, stylus pen and power cord to Zaman Jiwani. (Please schedule with Zaman in advance so he will know to be in his office.)
* Follow the [Instructions for Staff Who Are Leaving Document](https://docs.google.com/document/d/1j4JmSKACt3x55AnBH6gtq8_Uwwo56QvO022rH7DqBh0/edit?usp=share_link) to ensure you maintain access to all of your files.

**Mandatory Senior Failure Report**

**TEACHER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **EVERY TEACHER must complete this form, even if you don’t teach seniors!**
* **Return this hard copy form to the Counseling Office, A-1, to the attention of Karen Smith NO LATER THAN 1:00 pm on Tuesday, May 21.**
* **Submit this hard-copy form; do not email forms.**
* **Check one:**

\_\_\_\_\_\_\_\_\_\_ I do not teach any Seniors.

\_\_\_\_\_\_\_\_\_\_ I teach Seniors but have no Senior failures.

\_\_\_\_\_\_\_\_\_\_ I teach Seniors and have one or more Senior failures. List below any senior who has failed your class:

|  |  |  |  |
| --- | --- | --- | --- |
| **STUDENT NAME** | **STUDENT #** | **COURSE NAME** | **FINAL GRADE IN COURSE** |
|  |  |  |  |
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***Please hand in this form to submit; do not e-mail.***

**Return this hard copy form to the Counseling Office, A-1, to the attention of Karen Smith, NO LATER THAN 1:00 pm on Tuesday, May 21.**

**2023-2024 Spring Semester TEACHER SCAVENGER HUNT CHECKLIST**

TEACHER NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTMENT\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Who** | **Due Date** | **Requirement** | **Collector/** **Who Initials** | **Sign Off Initial** |
| All Teachers | Fri 4/26 | All teachers who issue hard-copy textbooks should have a book check by this date per the instructions from Joe Cox. | *(teacher’s initials or N/A)* |  |
| All Staff | Fri 5/17 | All staff should pay any remaining balance on their personal lunchroom account and initial that their account is clear. See Joe Petraglia with questions. | *(teacher’s initials)* |  |
| All Teachers | Tue 5/211:00 PM | **ALL TEACHERS** must turn in the **Senior Failure List** to Counseling Office, Room A1. **NO EXCEPTIONS!**  | Karen Smith |  |
| All Teachers | Thu 5/238:30-10:30 AM | Return **graduation gowns** zipped and on a hanger to Commons concession stand. Please do NOT take them to her classroom. | Lisa Phillips |  |
| All Teachers | Thu 5/23 12:00 PM | **Verify** all of your **grades** per the instructions, sign off on each page, then turn in your hard copy verification sheets to Rick McAfee in the Media Center. | Rick McAfee  |  |
| All Teachers | Thur 5/2312:00 PM | EMAIL a **clear “Class List” report for textbooks** to Lisa Cung. | Lisa Cung |  |
| Math & FL Teachers | Thu 5/232:00 PM | Initial to indicate that you have submitted your list of ***failures*** for each period per the instructions you will receive from your department chair. | *(teacher’s initials or N/A)* |  |
| If Applicable | Thu 5/232:00 PM | If you have summer **make-up local final exams** that were not taken on 5/24, take them to the Main Office, A2, so students may make them up over the summer.  | Pat Johnson orMaureen Gold |  |
| All Teachers | Thurs 5/232:00 PM | Initial to indicate that you have turned in your **EMPTIED** **yellow sub folder** to the box in the mailroom or to the Sub Office near A1 so they can be reused. | *(teacher’s initials)* |  |
| All Teachers | Thur 5/232:00 PM | Turn in all **receipt books** & **account history reports** to the bookkeeper, Room A4. All teachers **must** see Robin P. even if they think they do not have a receipt book checked out.  | Robin Pridgeon |  |
| All Teachers | Thur 5/232:00 PM | Return all **checked out materials to the Media Center and BRING LAPTOP to renew for next year**. All teachers **MUST** go to the MC even if they think they do not have materials checked out because you MUST renew your laptop.  | Angelyne Collins |  |
| All Teachers | Thur 5/232:00 PM | Verify/enter your **Contact** and **Emergency Contact details** into the portal. Go to About Me→ Employee Contact Information→ Then verify your information and add your Emergency Contact. See Donna Lepine in Room A4 when complete. | Donna Lepine |  |
| All Teachers | Thur 5/232:00 PM | Complete all items on the **End of Year Technology Checklist** found in this memo. Initial when all items on the checklist are complete.  | *(teacher’s initials)* |  |
| If Applicable | Thur 5/232:00 PM | All departing staff members must turn in any **digital/interactive devices** to Media Center. Please schedule appt in advance. | Media Center |  |
| If Applicable | Thur 5/232:00 PM | Non-returning staff members must return **keys** and **VMS cards** to the Community School Office, Room A1.  | Cashman  |  |
| All Teachers | Thur 5/232:00 PM | **Textbooks should be stacked** on tables/ counters in your room and/or returned to a set location per department chair’s instructions.  | Dept Chair |  |
| All Teachers | Thur 5/232:00 PM | **Classroom/work area should be prepared for summer cleanup** per department chair’s instructions.  | Dept Chair |  |
| All Teachers | Thur 5/232:30 PM | Return this **completed checklist** to your department chair. *(Department chairs return all forms to A11 by 2:30 PM on Thursday, May 23rd.)* | Dept Chair |  |
| If Applicable | Thur 5/232:30 PM | All departing staff members must turn in **laptop & associated hardware** to Zaman Jiwani, Media Center. Please schedule appt in advance. | Zaman Jiwani |  |

***Sign and date, verifying that you have completed the above tasks:***

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_*

|  |  |  |
| --- | --- | --- |
| **BHS Bronco Maroon and Gold** | **BROOKWOOD HIGH SCHOOL****EXAM EXEMPTION INFORMATION****FOR GRADUATING SENIORS ONLY** | **BHS Bronco Maroon and Gold** |

***Second Semester***

**In order to exempt a final exam, graduating seniors must meet**

**the following criteria:**

**Honor Graduates** (seniors who have a cumulative “A” average, 90.0 or greater, at the end of the first semester of their senior year) may be eligible to exempt all exams if they meet the other criteria.

***OR***

Seniors who have an “A” average (90.0 or greater) in **any specific class** may be eligible to exempt an exam in that class if they meet the other criteria.

**Additional Information:**

* Students may exempt all exams for which they qualify. (local/Final Exams)
* Students who are eligible to exempt an exam must turn in textbooks prior to the exam day.
* In order to receive a diploma, students must clear any obligations or fines such as Media Center fines or library books that need to be returned, lunchroom charges, school equipment that needs to be returned, outstanding textbooks that still need to be returned, or any additional fines.
* **Students who are eligible to exempt an exam may choose to take the exam without the risk of lowering the final average. The exam can improve the average but cannot lower it.**
* Students are NOT allowed to exempt the following mandatory assessments:
* EOCs/Milestones
* Performance Exams

**ATTENTION STUDENTS**

**TO TAKE EXAMS AT THE SCHEDULED TIME:**

You must return all **Media Center books** or pay for them before exam days.

You must clear any Media Center fines, lunchroom balances, or other **fines** before exam days.

You must return any **school materials or equipment** checked out to you or pay for them before exam days.

You must have had your **textbook** checked by your teacher prior to exam day. On the exam day, you must turn in the book number that was issued to you or show your teacher a receipt indicating that you have paid for your lost textbook.

Payment for lost textbooks may be made on My Payments Plus or

you may pay with cash (exact change required) in the 10th grade office, E24. No checks.

***Please take care of paying for lost textbooks before the exam day!***

**The textbook that is used in this class is**

BOOK TITLE BOOK PRICE

**IF YOU DO NOT RESOLVE THESE OBLIGATIONS BY EXAM TIME:**

On **Wednesday, May 22** students who did not take an exam because of outstanding obligations may make up the exam.

* Students should report to the media center. Make-up exams will begin promptly at 9:43 a.m.
* If you do not show up to take the make-up exam by 9:43 a.m. on Wednesday, May 22, a zero will be averaged in for that portion of your grade.
* If you miss the make-up exam on May 22, there will be an additional make-up session on Thursday, May 23 at 8:00 a.m. Meet in A201.
* You may also contact the Main Office to coordinate taking a make-up final over the summer. This must be taken before school begins in the Fall.

**Graduating seniors will not receive a diploma until all obligations are resolved.**

**Final Exam Schedule**

**2nd Semester, 2023-2024**

|  |
| --- |
| **Final Exam Schedule** |
| ***Friday, May 17- Full Length Day (Modified Bell Schedule)*** | Begin | End |
|  |
| 4th Period Exam or4th Period Guided Study | 7:20 | 9:20 |
| 5th Period Exam (12th Graders ONLY) or5th Period Class (9th-11th Graders) or5th Period Guided Study (GS release for lunch at 10:55) | 9:28 | 11:28 |
| 4th Period Lunch or4th Period Class | 11:35 | 12:03 |
| 6th Period Exam or6th Period Guided Study (Lunch from 12:10-12:38. Report to GS by 12:45) | 12:10 | 2:10 |
|  |  |  |
| ***Monday, May 20 - Early Release*** | Begin | End |
|  |
| 1st Period Exam | 7:20 | 9:28 |
| Break | 9:28 | 9:38 |
| 2nd Period Exam | 9:43 | 11:45 |
|  |  |  |
| ***Tuesday, May 21 - Early Release*** | Begin | End |
|  |
| 3rd Period Exam | 7:20 | 9:28 |
| Break | 9:28 | 9:38 |
| 7th Period Exam | 9:43 | 11:45 |
|  |  |  |
| ***Wednesday, May 22 - Early Release*** | Begin | End |
|  |
| 5th Period Exam | 7:20 | 9:28 |
| Break | 9:28 | 9:38 |
| Makeup Exam Period | 9:43 | 11:45 |

**Modified Bell Schedule for Friday, May 17**

|  |  |
| --- | --- |
| 7:20-9:20 | 4th period- Final Exam (or GS) for all students 7:20-9:20  |
| 9:28-11:28 | 5th period- Final Exam for SENIORS only9th-11th Graders with 5th Class OR GS will meet from 9:28-11:28(5th period GS release for lunch at 10:55) |
| 11:35-12:03 | 4th Period Lunch OR 4th Period Class  |
| 12:10-2:10 | 6th period- Final Exam (or GS) for all students (6th period lunch 12:10-12:38; report to GS by 12:45) |

**Final Exam Makeup Ticket**

**Step 1: Prepare a makeup folder for the student. *Each student must have their own folder!***

 *Please label the file folder as follows:*

***DO NOT INCLUDE ANSWER KEY(S) IN THE FOLDER***

XXXX

XXXX

On the Tab: ***Student Last Name, First Name***

Across the Front of the Folder: ***Teacher Last Name, First Name***

**Step 2: Complete ALL information below.**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name (Last, First): |  | Grade Level:  |  |
| Student Number: |  | Teacher Name: |  |
| Course Name (e.g., 9th Honors LA, Bio GF): |  | Class Period:  |  |

***Print Password/ Access Code if Needed:***

***\*Local Final in Pear- Provide ENTIRE Assessment Name and Section ID from Dashboard:***

|  |
| --- |
| ***Bubble in one circle to indicate the test type/ location:*** |
|  | District Final in Edulastic/ Pear *(Provide password in box to right.)* |
| **Local Final Exam or Other Assessment:**  |
|  | Paper/ Pencil/ Scantron |  | In Edulastic/ Pear Assessm.\* |
|  | In eCLASS |  | In Google Classroom |
|  | Other (Please Explain): |

|  |
| --- |
| ***Allowed Test Materials:***  |
| Handheld calculator allowed?  |  ***Yes No*** | *Note: Handheld calculators NOT permitted on DAs!* |
| Scratch paper needed? |  ***Yes No*** | *If yes, include in folder.* |
| Formula sheet needed?  |  ***Yes No*** | *If yes, include in folder. (Chemistry DAs require a Periodic Table and Formula Sheet. Please mark Yes and include in folder.)* |
| Additional materials needed? |  ***Yes No*** | *If yes, explain:* |
| ***Accommodations:***  |
| Extended Time:  |  ***Yes No*** |  |
| Read Aloud:  |  ***Yes No*** |  |
| ELL Word-to-Word Dictionary:  |  ***Yes No*** | *If yes, language:*  |
| Small Group or Other:  |  ***Yes No*** | *If yes, you must make alternative arrangements for this student!*  |

*Other test administration or access instructions (Note: Makeup proctor will give this sheet to the student):*

**Step 3: Place this sheet and any needed test materials inside the folder.**

**Step 4: Return the folder to the nearest grade level office or testing office by the deadline.**

 **Do NOT give the folder or this makeup ticket to the student!**

**Step 5: Tell student to report to the Media Center during the makeup exam block and to bring**

 **any materials they need for the test (e.g., chromebook, charger, pencil).**