

April 2024

Dear Parents/Guardians of an AP Student:

Advanced Placement Exams will be administered to your students during from May 6th to May 17th. Students have undergone extensive preparations for the exams, and we wish them much success. In the past, many of our students who are taking morning exams have brought in parent excuses for an early release; likewise, students taking afternoon exams have come in late with notes from home.

In order to facilitate and expedite the attendance process during the AP testing window, we are asking that you use this form if you wish to excuse your student from classes on the days when he/she will be taking AP Exams. **Forms are due to Ms. Clarke in the Attendance Office no later than Wednesday May 1st with no exceptions.** Once this form is submitted, you do NOT need to call your student in or out on an AP testing day.

AP Exam directions begin *promptly* at **7:30am** (for the 8:00 exams) and **11:30am** (for the 12:00 exams). Students who take advantage of the prearranged absence option must keep in mind that no one will be admitted to the AP testing location late.

We are encouraging students to utilize the time spent at home to prepare for AP, SOL, and/or final exams. This form can only be used for a late arrival or early dismissal on a day when your student actually has an AP Exam. Students are responsible for all work missed during their absence(s).

If you have any questions about these procedures, please contact your student's counselor. We thank you for your continued support of the Advanced Placement Program, as well as the efforts of our faculty and students.

Sincerely,

Chris Bird
AP Test Coordinator

I excuse _____ (**print student's name**) from classes on the days when he/she will be taking Advanced Placement exams. My student is taking the exam(s) **indicated** below:

Parent/Guardian signature		Phone Number		
Date	✓	8:00 Exams – Arrive at 7:30 AM	✓	12:00 Exams – Arrive at 11:30 AM
May 6		US Government		Chemistry
May 7		Microeconomics		Seminar/ Statistics
May 8		English Literature and Composition		Comparative Government/ Computer Science A
May 9		Environmental Science		Psychology
May 10		US History		Microeconomics
May 13		Calculus AB/ BC		Precalculus
May 14		English Language and Composition		African-American Studies/ Physics C: Mechanics
May 15		French Language/ World History		Computer Science Principles/ Music Theory
May 16		Spanish Language		Biology
May 17		Physics 1		

I understand that I am responsible for arriving to my scheduled AP Exams on time and for completing all work missed during my prearranged absence(s).

Student Signature