

April 2023

Dear Parents/Guardians of an AP Student:

Advanced Placement Exams will be administered to your students during from May 1st to May 12th. 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. King in the Attendance Office no later than Wednesday April 26th 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 1	US Government	Chemistry
May 2	Environmental Science	Psychology
May 3	English Literature and Composition	Comparative Government/ Computer Science A
May 4	Macroeconomics	Seminar/ Statistics
May 5	US History	Microeconomics
May 8	Calculus AB/ BC	
May 9	English Language and Composition/ Japanese	Physics C: Mechanics
May 10	Spanish Language	Biology
May 11	French Language/ World History	Physics 1
May 12	Music Theory	

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