



Problem

With final exams approaching during the holiday season, it is common for families to request an early release from exams. Unfortunately **early exams are not allowed**. So what results is:

1. Many student's don't complete semester exams.
2. Excessive amount of (INC) incompletes after each semester.
3. Authorized absences on exam days go without a deadline in test make up.

Teacher Reminders

- Failure by default is no longer an option. Students will fail the final exam if not made up within the make-up window.
- All incomplete grades must update within one week of the conclusion of final exams, or registrar will enter final exam as a failure.

Other Notables

- Students will receive notification of the new procedures during homeroom.
- Parents will receive notification of the new procedures through the PHS website.

NEW Final Exam MAKE UP Procedures

As you may know we revised our procedures for making up final exams for students who will miss that entire **WEEK** of exams with **AUTHORIZED** absences. The procedures for students missing **ONE DAY** will remain the same.

New Changes (Effective 12/20/17)

1. Students who will miss final exam week must be given an alternate make-up date by their administrator.
2. Final Exam make-up date for 1st Semester is Monday, 1/8/17 – (Teacher Institute Day); and for 2nd Semester is Tuesday, 5/29/17.
3. All 1st semester final exams must be complete before 2nd semester schedule/allowance to class will be given.
4. Student's attendance will reflect INA (Inactive) in Infinite Campus attendance for 2nd semester until 1st semester exams conclude.
5. Students with INA codes need to be sent immediately to the office.

1st Semester End				
January 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
8	9	10	11	12
Teacher Institute Day First Semester Exam Make-Up Day	Second Semester Begins			All INC must be Finalized

2nd Semester End				
May 2018				June
Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	31	June 1
Memorial Day (No Classes)	Second Semester Exam Make-Up Day	Summer School Begins		
June 4				
All INC must be finalized				