



TO TAKE FINAL EXAMS AT THE SCHEDULED TIME

1. Students must return all Media Center books or pay for them before exam days.
2. Students must clear any Media Center fines, lunchroom balances, or other fines before exam days.
3. Students must return any school materials or equipment checked out to them or pay for them before exam days.
4. Students must have had their textbook checked by their teacher before exam day. **Some courses require that the book be turned in on exam day.** If so, students must turn in the book number that was issued to them or show their teacher a receipt indicating that they have paid for their lost textbook.

Lost textbook money may be submitted to any Grade Level Office.

Pay with check, money order, or cash. Exact change required.

To take an exam on exam day, all book fines must be resolved.

Please take care of this before exam day.

IF A STUDENT DOES NOT RESOLVE THESE OBLIGATIONS BY EXAM TIME

On Wednesday, May 26, (First Day of Summer Break) students who were not allowed to take an exam because of textbooks or fines may make it up.

- Students should report to The Commons Area by 9:30 AM to look for their room assignment. Make-up exams will begin promptly at 9:40 AM.
- If students do not come to take their make-up exams, a zero will remain averaged in for that portion of their grade.