



# Naperville Central High School

## Final Exam rescheduling permission form

**Students may seek permission to reschedule a final exams for the following reasons:**

1. A pre-planned absence that is parent/guardian excused and cannot be rescheduled.
2. The student has **three rigorous, in class exams on the same day**. One of those exams may be moved to the make-up period with approval.

**To initiate approval for exams to be rescheduled due to either circumstance listed above, a student and their family need to complete the process detailed below by the end of the day, **Tuesday, May 13 2025**.**

- Complete Part 1 of this form (below). The request must be verified by parent/guardian signature.
- Bring the completed form to the NCHS Attendance Office. Once Dr. Jeretina has approved the request, students will receive Part 2 of this form, where they work with their teachers to arrange an alternate time for their final exam(s) to be administered.
- Please note that some exams may be required to be rescheduled after the last day of the semester (May 27). In this case, a grade of incomplete (INC) will be issued until the exam is completed.

Thursday, May 22	Friday, May 23	Tuesday, May 27
Period 1 (7:45-9:25)	Period 8 (7:45-9:25)	Period 7 (7:45-9:25)
Period 2 (9:35-11:15)	Period 3 (9:35-11:15)	Period 5 (9:35-11:15)
Period 6 (11:25-1:05)	Period 4 (11:25-1:05)	Make Up Period (11:25-1:05)

### Part 1: To be completed by student and signed by parent/guardian

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Date(s) of absence: \_\_\_\_\_

Reason for requesting exams to be rescheduled: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Assistant Principal, Dr. Jeretina, approval: \_\_\_\_\_

**Upon completion, submit this form to the NCHS Attendance Office. Requests will be reviewed, and if all criteria is met, the student will be provided with Part 2 of the document, exam rescheduling.**