

Petition for Alternative Final Examination Dates

Alternative final examinations dates **will only be granted due to a verified medical emergency or a confirmed once-in-a-lifetime* opportunity.**

Please follow these guidelines:

To petition:

- a. The student will obtain the **Petition for Alternative Final Examination Dates Form** from the Counseling Office **at least** two weeks prior to the proposed departure date.
- b. The student will fill out the reason for the absence, obtain a parent/guardian signature and the signature of the students' Assistant Principal **at least two weeks in advance of their departure.**
- c. The student's Assistant Principal will approve or deny the request.

If approved:

- a. The students' counselor will meet with the student to inform them of the outcome. The student will obtain teachers' signature on the **Petition for Alternative Final Examination Dates.** Note: **Teachers will not fill this document out until they are shown assistant principal approval.**
- b. Student must turn in all **work** for the semester to the teacher(s) prior to the absence.
- c. Student will make up finals within one week upon their return to school, unless teacher requires student to take the final before leaving
- d. The student will calendar with the teacher when s/he will take their final exam and will take the exam at the mutually agreed-upon time.
- e. After the exam is calendared with the teacher, the student will turn in the completed form to their counselor.
- f. After the student's Counselor obtains all paperwork, s/he will enter the student's information on the master spreadsheet of students with approved petitions and will place the approved Petition in the student's cumulative file.
- g. The teacher will issue the semester grade in the usual timeline. There will be no extension for taking final examinations or turning in work for students who petition to take alternative final examinations.

If denied:

- a. The student's Assistant Principal will notify the student and counselor. **If the student misses the final, he/she will receive a zero** for his/her final test/project/lab.

***Please note that students are limited to one petition only for the duration of their high school tenure.**

Dublin High School Petition for Alternative Final Examination Dates

Must be turned into your Assistant Principal at least 2 weeks prior to departure date

Student Name: _____ Grade: _____

Explanation of necessity for an early final:

Departure Date: _____ Return Date: _____

Parent Signature: _____

Official School Use Only	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Assistant Principal Rationale:	
Assistant Principal Signature: _____	Date: _____
Counselor Signature: _____	Date: _____
Students will sign below after meeting with their counselor or administrator to acknowledge decision.	
Student Signature Post Approval/Denial: _____	Date: _____

Teacher Notification:

Period:	Course/Teacher	Date final will be taken	Teacher Signature	Date
1				
2				
3				
4				
5				
6				
7				

Date turned into Counseling: _____ Student Signature: _____