

## Exam Conflict Notification Form

Please refer to the Board of Education's comprehensive attendance policy for a list of approved absences from school. If the conflict described below is not covered by attendance policy, your request may still be reviewed by the assistant principal coordinating exams, the department chair of the exam subject area, and the classroom teacher to determine if it can be resolved. Requests will only be reviewed if the conflict prevents a student from participating in or attending the event described below. For example, missing a one-day national athletic championship would be reviewed. Missing the first day of an eight week camp would likely not be reviewed.

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

Parent Name: \_\_\_\_\_

Student email: \_\_\_\_\_ Parent email: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

### Event in Conflict with Exam Schedule

Name of Event: \_\_\_\_\_

Dates of Student Participation in Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

### How would missing the event or arriving late to the event impact student?

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**Attach documentation establishing the dates of student participation and confirmation that the student is permitted or invited to attend. Prior to approval the school must be in contact with the supervisor or director of the program. Please include contact information.**

Exam(s) Impacted by Event

Exam Name	Date	Teacher

Date Submitted: \_\_\_\_\_