



17 January 2023

Dear Parents and Guardians,

With final exams quickly approaching, we would like to remind you of the importance of student attendance. However, we also understand that illnesses and/or absences might be inevitable. Any absence during the final exam period, Wednesday, January 25, Thursday, January 26 and Friday, January 28, must be excused within 24 hours in order for your student to be allowed to make up an exam.

The following procedure will be used for students who are absent for their scheduled final exam:

- Students need to make every effort to contact their teacher when they know they will be absent for a final exam.
- Students can make up an exam after school or during the seminar between the dates of Wednesday, January 25 through Friday, February 3 in the media center with Mrs. Rolando.
- Students can only retake a final exam if their absence was excused by a parent/guardian within 24 hours of the absence.

Likewise, establishing an ideal testing environment is vital for all students to ensure an opportunity for academic success. The following guidelines are established during final exam period:

- Students can not be called out during class period to leave the building or see counselors.
- Students can be excused to leave the building during passing time.
- Students are encouraged to use the restroom during the passing period. Bathroom passes during the exam will be restricted to emergency only.
- Students will not be allowed to have their cell phones on their body during an exam. Students are encouraged to leave their cell phones in their lockers.

There are many supportive opportunities for students to study for their finals.

1. Seminar period on Wednesday, January 18. Encourage your student to sign up with their teacher.
2. NHS offers tutoring. Click here to [sign up](#).
3. Cookies and Cram. Student LINK crew will host a study session for freshmen from 2:15 p.m. until 3:30 p.m. on Monday Jan 23rd and Tuesday Jan 24th in the LHS Cafeteria. Drop in as needed.

Good luck to all students during final exams.

In partnership,

Lakeland High School Administration