

HFA REQUEST FOR CHANGE IN FINAL ASSESSMENT DATE

Final Assessments give students the opportunity to demonstrate their understanding of course material. The Academy places emphasis on the seriousness of Final Assessments and expects that students realize its importance as well. Change in Final Assessment dates should be requested only when no other option is available. It is the student's responsibility to work out alternate arrangements with their instructor. Instructors may request that a student come in before school or stay after school to complete a test or task.

Students must complete this form with the required signatures and provide a reason and proof for making the request to the principal's office. If the request is approved, the student will work with their instructors to make arrangements to take the final assessments. **STUDENT WILL RECEIVE AN "I" (incomplete) UNTIL THE EXAM IS GRADED.** An incomplete becomes an "F" one year after the incomplete is posted.

Student's Name _____ **Grade** _____ **Date** _____

Trimester _____ **Final Assessments**

Block	Course Title	Alternate Date/Time	Instructor's Signature
1			
2			
3			
4			
5			

Student's Signature _____

Parent's Signature _____

Parent's Phone # _____

Parent's Email _____

Reason for Request: _____

Attach Evidence/Proof (Ex: ticket, receipt, and/or letter)

Date Request Approved _____

Administrators' Signature _____