

**OFFICE OF THE ASSOCIATE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL**

TO: Parents, Students and Teachers
 FROM: Dr. Ed Solis, Associate Principal
 RE: Second Semester Final Exam Schedule
 DATE: December 2018

BLOCKS		
Tuesday January 15	Block 2-3 (A Day) Block 4-5 (A Day) LUNCH Block 6-7 (A Day)	8:00 a.m. - 9:30 a.m. 9:45 a.m. - 11:15 a.m. 11:15 a.m. - 12:00 p.m. 12:00 p.m. - 1:30 p.m.
Wednesday January 16	Block 8-9 (A Day) Block 2-3 (B Day) LUNCH Block 4-5 (B Day)	8:00 a.m. - 9:30 a.m. 9:45 a.m. - 11:15 a.m. 11:15 a.m. - 12:00 p.m. 12:00 p.m. - 1:30 p.m.
Thursday January 17	Block 6-7 (B Day) Block 8-9 (B Day) LUNCH* Make-up or rescheduled exams	8:00 a.m. - 9:30 a.m. 9:45 a.m. - 11:15 a.m. 11:15 a.m. - 12:00 p.m. 12:00 p.m. - 1:30 p.m.

Each student must complete semester evaluations according to administrative guidelines. It is not within the teacher's prerogative to permit deviations from established evaluation dates and time. Please refer to the [Student/Parent Handbook](#) for procedures for final examinations.

GENERAL INFORMATION - STUDENTS

1. Ninety (90) minutes have been scheduled for each evaluation. Students are encouraged to bring study materials to use in the instance that evaluations are completed before the end of the scheduled periods. Students must stay in the testing room for the entire ninety minutes.
2. Attendance is required only during a student's exam time. During times when a student does not have a scheduled examination, they are welcome to stay on campus in authorized areas such as department resource centers (if open), cafeteria (C120) or the library. All hallways (except student centers) are closed during testing periods.
3. Buses will operate as usual each morning for students with bus passes.
Buses will leave GBN on January 15, 16 and 17 at 11:30 a.m. and 1:45 p.m.
4. Lunch for students will be served on January 15 and 16 from 11:15 a.m. until 11:55 a.m.

CHANGE OF EXAM

Students who have three exams on one day may reschedule the **THIRD** (6-7A and/or 4-5 B) exam. Change of exam forms are available in the Main Office. Students must return the signed request to Mrs. Panzer in the Main Office no later than noon on Wednesday, January 9th, 2019. Students will be notified of their approval or denial via their glenbrook225.org e-mail. A copy will also be e-mailed to the teacher.

*There will be no lunch available for purchase on Thursday, January 17; however, the student cafe will be open for breakfast.