**Dear Hiram Families,**

**We would like to inform you of our finals schedule coming up Dec. 19 & 20, 2024. On the back of this letter, you will find the complete schedule for those two days as well as a permission slip if you should desire to have your child leave campus at 11:55 on Thursday & Friday of that week. It is not mandatory that the students check out on these days; however, if you would like to give permission for them to do so, they must have their form turned into their first period teacher by Wednesday, Dec. 18, 2024. \*\*PLEASE NOTE: Once a student leaves campus, they will NOT be permitted to return to campus for any reason.**

**If you plan to pick your student up at 11:55, we ask that you follow our school’s guidelines.   
*Please expect heavy traffic and follow the flow of traffic*. We will make every effort to help you exit the campus as quickly and as smoothly as possible. Please do not make U-turns in the middle of Ballentine Dr. or on school property. Please do not have your student meet you in the nearby subdivisions as those subdivisions will tow all cars blocking the roadways.**

* **If your student is exempting a final and is planning on arriving late to school to take a final, they must check in to the front office *ten minutes prior to the start of class. Students will not be permitted to enter a class to take a final once the late bell has rung.***
* **Please plan on picking your student up at the designated time. *We will not call into classrooms during a scheduled exam to call students to the front office to check out.*   
  If your student returns their signed permission slip to leave early Thursday or Friday, they will be given a pass to exit at 11:55. If your student is exempting the second final on Friday, and they returned their permission slip, they will be given a pass to exit as soon as their first exam period ends. If your student does not return their permission slip, and you want to check them out, we ask for your patience as we try to check students out as quickly and smoothly as possible. *Remember, if you arrive early, we will not be able to check out any student while exams are being administered.***

**Students who remain at school for the full day on Friday, *will be monitored through assigned classrooms* and able to work on assignments until dismissal. Buses will run at 1:30 p.m. on Friday, December 20, 2024**

**We appreciate your cooperation with these procedures,  
**

**Darius Hodge  
Principal**

**Hiram High School**

**PARENT PERMISSION for EARLY DISMISSAL**

**FINAL EXAMS FALL 2024-2025**

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| **Thursday, Dec. 19, 2024** | | | |
| **1st** | **8:35 — 10:20** | **Exam: 1st Period** |  |
| **2nd** | **10:25 — 11:55** | **Exam: 2nd Period** |  |
| 3rd | 12:00 **—** 1:50 | 3rd Period Review/Lunch |  |
| 4th | 1:55 — 3:25 | 4th Period Review |  |
| **Friday, Dec. 20, 2024** | | | |
| **4th** | **8:35 — 10:20** | **Exam: 4th Period** |  |
| **3rd** | **10:25 — 11:55** | **Exam: 3rd Period** |  |
|  | **11:55 — 12:15** | **Dismiss students with passes** | |
|  | **All remaining students will follow their schedule until 3:25 Thursday and remain in their 3rd period classrooms until 1:30 Friday. Students will be sent to lunch with their 3rd period class.** | | |

**This Parent Permission/Early Dismissal form is good for Thursday & Friday.**

If you would like for your student to check-out at **11:55** **after exams** on Thursday or Friday,   
please complete the form below. **\*Buses will run at 3:25 pm\* on Thursday and 1:25 pm\* on Friday**

*\*After exams on Friday,* ***ALL*** *remaining students will stay in their 3rd period classroom. \**

**Return this form to the 1st period Teacher no later than Wednesday, Dec. 18, 2024.**

|  |  |  |  |  |
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| **Parent Permission — Early Dismissal after Final Exams** | | | | |
|  | | | |  |
| Student | | |  | |
|  | | | |  |
| ID# |  | | | |
|  | | | |  |
| **\*1st Period Teacher** | | | |  |
|  | | | |  |
| **\_\_\_\_\_** |  | Permission to check-out at 11:55 on **Thursday, Dec. 19, 2024**  Permission to check out at 11:55 on **Friday, Dec. 20, 2024** | | |

|  |  |  |
| --- | --- | --- |
| **Parent/Guardian Signature** | |  |
|  | |  |
| Phone Number |  | |