



# DOCUMENTED ABSENCE REQUEST FOR ADVANCED PLACEMENT TESTS

Students must obtain this form from the Assistant Director/SSO and discuss a possible documented absence with him or her. For approval for AP tests, the form must be complete and returned to the Assistant Director/SSO by **March 9, 2016**.

A documented absence is not reported to the State of Illinois as an excused absence but does allow the student to make up work, a test at a later date, etc., typically according to the normal make-up rules as outlined in the Student-Faculty Handbook.

Name of Student: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_ Classes Missed (Teacher's Name(s)) \_\_\_\_\_

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Parent Signature: \_\_\_\_\_

Approved as a Documented Absence by the Assistant Director: \_\_\_\_\_

**It is the student's responsibility to contact all of his or her teachers to ask for the work and any special instructions. Without special instructions, normal make-up rules apply.**

**The back side of this document has the AP schedule.**

**Please place a check next to the exams you are registered for.**

<b>Week 1</b>	<b>Morning 8 a.m.</b>	<b>Afternoon 12 noon</b>
Monday, May 2	Chemistry Environmental Science	Psychology
Tuesday, May 3	Computer Science A Spanish Language and Culture	Art History Physics 1: Algebra-Based
Wednesday, May 4	English Literature and Composition	Japanese Language and Culture Physics 2: Algebra-Based
Thursday, May 5	Calculus AB Calculus BC	Chinese Language and Culture Seminar
Friday, May 6	German Language and Culture United States History	European History
	<p>Studio Art—last day for Coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing students for physical portfolio assembly</p> <p>Teachers should have forwarded students' completed digital portfolios to Coordinators before this date.</p>	

<b>Week 2</b>	<b>Morning 8 a.m.</b>	<b>Afternoon 12 noon</b>	<b>Afternoon 2 p.m.</b>
Monday, May 9	Biology Music Theory	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 10	United States Government and Politics	French Language and Culture Spanish Literature and Culture	
Wednesday, May 11	English Language and Composition	Italian Language and Culture Macroeconomics	
Thursday, May 12	Comparative Government and Politics World History	Statistics	
Friday, May 13	Human Geography Microeconomics	Latin	