

March 27, 2019

Dear Parents/Guardians:

Advanced Placement (AP) exams will be administered at West Potomac HS from **May 6 through May 17, 2019**. During that time, teachers will continue to present new material in their courses; hence administration and faculty will expect students to attend all of their classes during exam weeks. However, we recognize that students who will be taking multiple exams, or have exams scheduled on back-to-back days, may need time to prepare for, or recover from, their testing situations. During AP exam weeks, we are providing a pre-arranged absence opportunity, for those students to be dismissed for part of the day. **The following exam conditions will be considered for a maximum of four, half-day, pre-arranged excused absences:**

Please discuss with your child the times when he/she would need to be absent during the AP exam weeks, and determine if you believe a pre-arranged absence is warranted. To comply with FCPS attendance guidelines, **please complete the form on the reverse side**. It can also be found on the West Potomac HS homepage

In order to request an excused absence for the selected dates, the form must be returned to the student's Administrator's office **no later than April 26, 2019**.

If your child has a doctor's appointment during exam weeks, you will need to provide a doctor's office note to verify the absence, and have your child excused for it.

This pre-arranged absence procedure will provide valuable information to teachers for planning purposes. Given the increased stress on students taking AP exams, our faculty will make a conscious effort to cut back on assigned-homework during the AP testing weeks.

Please keep in mind, with a pre-arranged absence, that you (parents/guardians) are responsible for your child's activities once you dismiss him/her from school. All students with approved pre-arranged absences will be expected to leave the school grounds. In addition, please be advised that even when students are absent during exam weeks, they will remain accountable for all work assigned in other classes.

For student athletes: The FCPS "participation pledge" attendance policy for student athletes remains in effect during AP exam weeks. Student athletes are permitted to be absent and participate in athletics only if they submit this pre-arranged absence form **by April 26, 2019**. If your child has not submitted this form, or has an absence that was not pre-arranged on the form, the student will be ineligible to play on the afternoon/evening of the date of absence, unless the student has direct clearance from a physician.

Thank you in advance for assisting us with this process. If you have any questions, please contact your student's Administrator: **A-Chap: Ms. Jessica Statz (jnstatz@fcps.edu); Chaq-Ham: Dr. Sylinda Banks (sgbaks@fcps.edu); Han-Mar: Ms. Susan Britton (smbritton@fcps.edu); Mas-Ras: Mr. Ivan Johnson (idjohnson@fcps.edu), Rat-Was: Ms. Janice Monroe (jmonroe@fcps.edu), Wat-Z: Ms. Kathy Bowdring (KBowdring@fcps.edu).**

Sincerely,



Tanganyika H. Millard
Principal, West Potomac High School

AP TESTING PRE-ARRANGED ABSENCE FORM

STUDENTS NAME _____ **ID #** _____

Each student will be allowed to take a half-day absence for each day they are scheduled to take an AP exam. This signed permission slip is required for each student.

Directions: If you give permission for your student to come late or leave early on their testing day, please **CIRCLE** the test below and return the form to the correct alpha Administrator, no later than April 26th.

| <u>Last Name</u> | <u>Administrator</u> | <u>Room</u> |
|------------------|----------------------|-------------|
| A - CHAP | Ms. Statz | Room 539 |
| CHAQ – HAM | Dr. Banks | Room 307 |
| HAN – MAR | Ms. Britton | Room 539 |
| MAS – RAS | Mr. Johnson | Room 307 |
| RAT – WAS | Ms. Monroe | Room 179 |
| WAT - Z | Ms. Bowdring | Room 157 |

The WPHS 2019 AP testing schedule is as follows:

| Test Dates | Morning Session – 8:00 AM | Afternoon Session – 12 Noon |
|-------------------|----------------------------------------------------|-----------------------------------------------|
| Monday, May 6 | US Government & Politics | Environmental Science |
| Tuesday, May 7 | Spanish Language | Physics 1: Algebra-Based |
| Wednesday, May 8 | English Literature & Composition | European History French Language & Culture |
| Thursday, May 9 | Chemistry | German Language & Culture Psychology |
| Friday, May 10 | US History | |
| Week 2 | Morning Session – 8:00 AM | Afternoon Session – 12 Noon |
| Monday, May 13 | Biology | Physics C: Mechanics |
| Tuesday, May 14 | Calculus AB & BC | Human Geography |
| Wednesday, May 15 | English Language & Composition | Macroeconomics |
| Thursday, May 16 | Comparative Government & Politics World History | Statistics |
| Friday, May 17 | Microeconomics | Computer Science A |

Parent/Guardian Signature Date

Student Signature Date