

## RE: FINAL EXAMS PROCEDURES AND ATTENDANCE

December 3, 2025

Dear WLHS Families:

As we approach the conclusion of the Fall semester and the upcoming final examinations, we would like to provide parents and students with information on this topic.

- **Dates:** The final exam schedule is held over eight 90-minute testing sessions. Finals will begin at 8:10 am on Wednesday, December 17th, and will continue each day, with the last session beginning at 1:30 pm on Friday, December 20th. There are three testing sessions each day, except on Friday, when there are two. Here is a link to the [Final Exam Schedule](#). It is also posted on the HS Office windows and is available on our homepage: [wl.k12.in.us/jrsr](http://wl.k12.in.us/jrsr).

- **HIGH SCHOOL STUDENTS ONLY:** High school students with nine or fewer absences per period may miss school when they don't have a final exam. Please log in to Skyward and check the attendance tab to verify your student's attendance record. For directions on how to check your student's attendance, please go to the [Parent Hub](#) under "**Absence Totals**" for a helpful video. In addition, students and guardians of students who are **NOT** eligible to leave during finals will receive an email informing them of this. If your high school student's Fall semester attendance to date supports their absence during periods when they have no exam, parents may choose to allow their student to stay home. Parents must report the absence using the [FINAL EXAM GOOGLE ABSENCE FORM](#). Students who don't have a test to take during a test session will have a place to study under school supervision in the JH gym. This area will be available to students for study during all testing sessions.

**NEW THIS YEAR** - When a parent completes the [Final Exam Google Absence Form](#), a Final Exam Pass will be created for the student. Passes will be distributed during lunch periods the week before finals start. The pass must be shown when leaving through the main office doors or the athletic doors. The pass is the students' responsibility. New passes will not be issued.

- Any student with two tests scheduled at the same time should complete this [Conflict Resolution Form](#) with one of the teachers involved, signing that the student will take that test during the "test conflict" session eight on Friday, December 19th. Students with three tests on the same day may choose to take the three tests or request that one be moved to the test conflict session. This form is available on the counter in the HS office, and [HERE](#) it must be returned to the HS Office by the end of the day, **Monday, December 15th**.

Final Exams are not given before their scheduled time. Students who miss a final exam for any reason should arrange with Mr. Ulrich ([ulriche@wl.k12.in.us](mailto:ulriche@wl.k12.in.us)) to take their exam(s) on December 23, January 2, 2026, or after school resumes.

- Frequently asked questions and answers can be found here: [Final Exams Common Questions and Answers](#)