



**WEST LAFAYETTE**  
**JUNIOR-SENIOR HIGH SCHOOL**  
WEST LAFAYETTE COMMUNITY SCHOOL CORPORATION

**Chad Rodgers**  
*Principal*

**Eric Ulrich**  
*Assistant Principal*

**Shelby L. Johnson**  
*Assistant Principal*

**Joel T. Strode**  
*Assistant Principal/  
Athletics Director*

**Libby Sheffield**  
*Director of  
Counseling*

**Brandon Hamilton**  
*Director of  
Technology*

**Courtney  
FitzSimons**  
*Director of Food  
Services*

RE: FINAL EXAMS PROCEDURES AND ATTENDANCE

December 6, 2024

Dear WLHS Families:

As we approach the conclusion of the Fall semester and upcoming final examinations, we would like to provide information on this topic to parents. We hope this information will be especially helpful for first-time WLHS families. In addition to this email, information fliers will be posted on the HS office window, and a "Final Exam Seminar" will occur during all English 9 and Health classes. In the "Seminar" meetings, an administrator or counselor will speak with students and answer questions regarding Finals Week. Students will also be provided a copy of this [Scheduling Form](#) to assist them with knowing where to go and when. If your student is new to West Lafayette and is not a Freshman, they can see their counselor or Mr. Ulrich with any questions.

What follows is a summary of suggestions and policies for Final Exams. Please feel free to discuss this with your student. Also, please call the office at 746-0400 if you have any questions that we can clarify.

- Dates: The final exam schedule is held over eight 90-minute testing sessions. Finals will begin at 8:10 am on Wednesday, Dec. 18th, and will continue each day, with the last session beginning at 1:30 pm on Friday, Dec. 20th. Each day, there are three testing sessions. 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](http://wl.k12.in.us).
- Per our school attendance policy, students are permitted up to 9 parent-approved absences per class per semester without a school grade reduction. Please log into Skyward and check the attendance tab to verify your student's attendance record. If your high school student's Fall semester attendance to date supports their absence during periods when they have no test, parents may choose to allow their student to stay home. Parents must report the absence using the [FINAL EXAM 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.
- Any student with two tests scheduled at the same time should complete a 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, Dec. 20th. 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 must be returned to the HS Office by the end of the day, Monday, Dec. 16th.

**Final Exams are not given before their scheduled time.** Students who miss final exams for any reason should arrange with Mr. Ulrich to take their exam either Jan. 2nd or 3rd, and must be arranged before Dec. 18th.



+765 746-0440



+765 746-0422



1105 North Grant Street  
West Lafayette, Indiana  
47906-2447



[hs.wl.k12.in.us](http://hs.wl.k12.in.us)

