

Memo

To: All Teachers
 From: R. P. Holmes, Principal
 CC: Mr. L. Hansch, Guidance Counselor
Mrs. J. Wooden, Guidance Counselor
 Date: January 5, 2010
 Re: Semester Exam Schedule/Beginning of New Semester

Friday, January 15, 2010	Exams Due to Department Heads-9:00 a.m.
Monday, January 18, 2010	Holiday
Wednesday, January 20, 2010	Exams Due in the Office
Tuesday-Wednesday, January 26 & 27, 2010	Review Days Exams Copied Only

Exams Administered	Time	Date
1 st Block	8:15-10:05	Jan. 28, 2010 (1/2 Day)
3 rd Block	10:10-12:00	Jan. 28, 2010 (1/2 Day)
2 nd Block	8:15-10:05	Jan. 29, 2010 (1/2 Day)
4 th Block	10:10-12:00	Jan. 29, 2010 (1/2 Day)
Monday & Tuesday, February 1 & 2, 2010		Makeup Days/Teacher Workdays (1/2 Days)
Monday, February 1, 2010		All Grades Due-2:00 p.m. (No Exceptions)
Tuesday, February 2, 2010		New Semester Begins
Tuesday, February 2, 2010		1 st Verification Sheet Due by 9:00 a.m.
Tuesday, February 2, 2010		2 nd Verification Sheets Due by 2:00 p.m.
Wednesday, February 3—Thursday, February 4, 2010		Report Cards Printed
Friday, February 5, 2010		Report Cards Sent Home