West-MEC

Mandatory State/High Stakes Testing

and

School Business Verification

Student Name: _____ West-MEC Program Name: _____

Current High School_____

The student named above will be participating in testing or State/National CTSO Contests at the home high school and, as a result, may be late or absent from your West-MEC Central Program. Please note that the student is aware that missed West-MEC time and assignments may have to be made up due to credentialing requirements.

Parents/Guardians must call in the absence to the West-MEC attendance office.

School Business:

Mandatory State/High Stakes Testing and participation in State/National CTSO contests are defined as School Business and do not count towards student attendance totals when testing documentation is provided. School Business includes the following: AzM2, AzSCI Field test, ACT, SAT, PSAT, ASVAB, AP Testing, and Final Exams requiring an altered school schedule conflicting with the West-MEC schedule.

- AzM2 ELA and Math: enter date administered _____
- AzSCI Field Test: enter date administered _____
- Other (ex: AP, PSAT, ACT, SAT, ASVAB): enter date administered _____
- Final Exams* - enter date administered _____

  *Requiring an altered school schedule conflicting with the West-MEC schedule.
- State/National CTSO Contest: enter date of competiton_____
- District-wide Required CTE Event: enter date attended _____

_____ _____

School Official Printed Name SchoolOfficial Title

_____ _____

School Official Email Address School Official Phone Number

_____ _____

School Official Signature to Verify Dismissal Time Time the Student Dismissed from Testing (if applicable)

** The student will give this letter to the West-MEC campus front office.**

Updated 08-13-26