GLENBROOK NORTH HIGH SCHOOL

REQUEST TO CHANGE THIRD EXAM FORM
PLEASE PRINT CLEARLY

STUDENTS: Please return this completed form to the Main Office NO LATER THAN Friday, December 4, 2026

Student Name (Last, First):		**I.D. #:**
Teacher Name (Last, First):	**Subject:**	**Which exam are you rescheduling?** **Block:** **4 Green** -OR- **4 Gold** *(circle)*
Are all your classes administering a final exam on this day?	**Student Signature of Final Exam Policy Understanding:** _____ **Date:** _____	

		Enter Your CURRENT Exam Schedule Class/Course Below Example: Science or Bio 263
Day 1 **TUESDAY December 15, 2026**	**Block 1 Green** 8:00 a.m. - 9:30 a.m.	
	Block 2 Green 9:45 a.m. - 11:15 a.m.	
	Block 4 Green 12:00 p.m. - 1:30 p.m.	
Day 2 **WEDNESDAY December 16, 2026**	**Block 1 Gold** 8:00 a.m. - 9:30 a.m.	
	Block 2 Gold 9:45 a.m. - 11:15 a.m.	
	Block 4 Gold 12:00 p.m. - 1:30 p.m.	
Day 3 **THURSDAY December 17, 2026**	**Block 3 Green** 8:00 a.m. - 9:30 a.m.	
	Block 3 Gold 9:45 a.m. - 11:15 a.m	

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TO BE COMPLETED BY TEACHER:

Teachers:
After you have reviewed this student's request for a change of date, please sign your name and return this copy to the student. Ms. Clayton will email the teacher and the student an approval or rejection of this request after review by Dr. Maria J Vasilopoulos, Associate Principal for Teaching and Learning.

When and where will the makeup exam take place?

The Test Center CAN NOT be used to administer any final exams

☐ **Tuesday, December 15, 2026**

Time: _____ **Location:** _____
(allowed time window 8:00 - 3:15)

☐ **Wednesday, December 16, 2026**

Time: _____ **Location:** _____
(allowed time window 8:00 - 3:15)

☐ **Thursday, December 17, 2026**

Time: _____ **Location:** _____
(allowed time window 8:00 - 3:15)

☐ ***Other Date:*** _____

Time: _____ **Location:** _____

Teacher Signature _____ **Date:** _____

Office Use Only

This student's request for a change of exam date has been:

☐ **Approved** for change of exam administration date/time

☐ **Denied: Rationale -**

Associate Principal Signature _____ **Date** _____