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**Academy of Richmond County**  
Established July 31, 1783



Mr. Jason Medlin, *Principal*  
Ms. Kyshone Cortinez, *Assistant Principal*  
Mr. John Germany, *Assistant Principal*  
Mr. Scott Guinn, *Assistant Principal*  
Mrs. Chequita Stephens, *Assistant Principal*

Dear Parent/Guardian of \_\_\_\_\_,  
(Student Name)

This letter is to inform you that your child has qualified to exempt his or her final exam in \_\_\_\_\_ . The requirements to exempt are to have missed 3 or fewer days (excused or unexcused) and earn at least a 90 average for the semester.

The exam block for this \_\_\_\_ period exam runs from \_\_\_\_\_ to \_\_\_\_\_ on Dec \_\_\_\_\_, 2019.  
Please see the exam schedule for arrival/departure times.

If you choose to accept the exam exemption, your child is not required to attend school during this period. If your child chooses to attend school during the testing period, he or she will be expected to complete an alternative assignment that the teacher has created. The assignment will be counted towards the student's 2<sup>nd</sup> nine-weeks grade.

**Students arriving for an afternoon session should sign into the front office. Students leaving after the morning session MUST, at the beginning of the school day (or prior to the exam date), bring a parent note to the front office granting permission for him or her to leave.**

If you have any questions, please feel free to contact me.

Sincerely,

\_\_\_\_\_  
Teacher

Jason Medlin  
Principal, ARC