

# **Test Return Policy**

## **Friendswood High School**

Tests will be returned to Friendswood High School parents or students under the following guidelines.

**Upon request, a photocopy of the student's test will be given directly to the parent or student, through the Associate Principal's office, with the understanding that the test will be returned, to the Associate Principal's office, within four school days. Test pick up for students will be 3:44 daily.**

**No tests will be sent home until all make-ups are completed. No final exams or benchmark tests will be sent home.**

**Advanced Placement class tests will not follow the Test Return Policy. No blanket request will be accepted; therefore each test will need to be individually requested.**

**For a more thorough review of test material, a parent/teacher conference is strongly suggested.**

**The test return policy will be reviewed annually; contact the Associate Principal's office for input.**

Each test will have the following memo attached:

Date:

Course:

Teacher:

Parent/Student:

Parent Phone #:

I agree to maintain the confidentiality of this test material, and will refrain from making any digital or hard copies.

I will return the test, to the Associate Principal's office, within four school days. \*

Signature of parent/student picking test up:

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\*Failure to follow the policy guidelines, will lead to a loss of test return privileges.