

MEMORANDRUM

TO: Per Session Home Instruction Teachers

FROM: Office of Per Session Home Instruction

RE: Per Session Standardized Testing Procedures

It is the responsibility of the teacher to contact the school's guidance counselor for academic information. Part of that information includes standardized testing required and dates to be administered.

Although the Home Instruction Office will send out memos at the appropriate times, it is imperative that the teacher be aware of the standardized testing timetable in advance and call the office if problems arise.

Please sign and return this form immediately.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION.

Name (Print) _____

Signature _____

Date _____