To all New York State High School Students:

Occasionally Summer College and New York State final examination dates conflict. Unfortunately, this is the case in some instances with our programs beginning this June. As in past years, we are making arrangements for students to take final exam(s) at Cornell. If your school will allow you to take your final here, please complete the steps below and return this form to us no later than Friday, May 9. We will reserve testing seats on a first-come, first-served basis. If you have been approved for a testing accommodation under Section 504 Plan or IDEA, your principal or director of guidance must state this below and describe the specific accommodation on a separate sheet of paper to be attached to this form.

Instructions for taking final exams at Cornell:
• Discuss with your teacher(s) how and when s/he will send the exam(s) to the Summer College office, any specifics about how the exam(s) should be administered (testing conditions, time limits, materials needed, etc.), and to whom we should return the completed exam(s).
• Request that your teacher(s) contact the Summer College office—by Friday, May 9—to discuss these details with our staff.
• Complete and return this form (with exam specifics and, if applicable, testing accommodation information).
• Check in with your teacher(s) before leaving for Summer College to be sure s/he has sent us the exam(s). It is your responsibility to ensure that we receive the exam(s) and have the information we need to administer it.

Additional notes:
• Summer College will let your professors know when you are scheduled to take your final. It is your responsibility to make up any missed classwork.
• To be admitted to the exam you must bring a photo ID with you. You’ll receive a Cornell ID when you arrive at Summer College that you can use.
• You must remember to bring any appropriate tools with you to the exam.

Complete and sign this form:
This is to certify that ____________________________________________________________________________ is eligible to take the following final exam(s):

<table>
<thead>
<tr>
<th>Exam in</th>
<th>Course</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parent’s/Guardian’s Name (Please Print): ____________________________________________________________________________

Parent’s/Guardian’s Signature: ____________________________

High School Subject-Area Teacher’s Name (Please Print): ____________________________________________________________________________

High School Subject-Area Teacher’s Signature: ____________________________

High School Subject-Area Teacher’s Name (Please Print): ____________________________________________________________________________

High School Subject-Area Teacher’s Signature: ____________________________

High School Principal’s/Director of Guidance’s Name (Please Print): ____________________________________________________________________________

High School Principal’s/Director of Guidance’s Signature: ____________________________

Date: ____________________________

Student’s Signature: ____________________________

To whom at your high school should we return the exam for grading? ____________________________________________________________________________

Name: ____________________________

Title: ____________________________

Address: ____________________________________________________________________________

Exam specifics:
On an attached sheet of paper, please describe the exam specifics, including when the exam(s) will be sent to the Summer College office and how the exam(s) should be administered (testing conditions, time limits, materials needed, etc.).

Accommodations (if applicable)—no accommodations can be given without this section completed:
Will accommodations be needed? Yes ☐ No ☐
If yes, your principal or director of guidance must describe the specific accommodation on an attached sheet of paper.

Please fax this form and any additional documentation to 607.255.6665 by May 9.