



**BREMEN HIGH SCHOOL DISTRICT 228
ADMINISTRATIVE CENTER
INTER-OFFICE MEMO**

TO: Principals, Associates and Assistant Principals and Department Supervisors
FROM: Corinne Williams
DATE: March 27, 2018
RE: Final Exams – 2nd Semester

Below is the final exam schedule for 2nd Semester. Please read the notes at the bottom of this memo, as it outlines grade storage and verification.

FINAL EXAM SCHEDULE – 2nd SEMESTER

DAY 1 - May 23			
Bremen & Tinley Park			
4th	8:00	-	9:20
	9:20	-	9:25
8th	9:25	-	10:45
	10:45	-	10:50
6th	10:50	-	12:10
	12:10	-	12:15
Connection	12:15	-	1:15

DAY 2 - May 24			
Bremen & Tinley Park			
5th	8:00	-	9:20
	9:20	-	9:25
3rd	9:25	-	10:45
	10:45	-	10:50
7th	10:50	-	12:10
	12:10	-	12:15
Connection	12:15	-	1:15

DAY 3 - May 25			
Bremen & Tinley Park			
1st	7:00	-	8:20
	8:20	-	8:25
2nd	8:25	-	9:45
	9:45	-	9:50
Makeups	9:50	-	11:10
	11:10	-	11:15
SIP	11:15	-	1:00

Hillcrest & Oak Forest			
4th	8:15	-	9:35
	9:35	-	9:40
8th	9:40	-	11:00
	11:00	-	11:05
6th	11:05	-	12:25
	12:25	-	12:30
Connection	12:30	-	1:30

Hillcrest & Oak Forest			
5th	8:15	-	9:35
	9:35	-	9:40
3rd	9:40	-	11:00
	11:00	-	11:05
7th	11:05	-	12:25
	12:25	-	12:30
Connection	12:30	-	1:30

Hillcrest & Oak Forest			
1st	7:15	-	8:35
	8:35	-	8:40
1st	8:40	-	10:00
	10:00	-	10:05
Makeups	10:05	-	11:25
	11:25	-	11:30
SIP	11:30	-	1:15

Reminder: On Day 3, students in all District two-hour courses will take finals from 7:00 - 8:25 am/ 7:15 - 8:35 am. Buses will run at 8:25 am/8:35 am as they normally would and return the students to their home school.

Grades will be stored at each building at approximately 12:00 pm on Friday, May 25. Assistant principals will send an email out to the staff letting them know they can begin to verify grades once the grades have been stored.

Teachers are expected to verify grades during the SIP time. If, for some reason, a teacher cannot verify grades before leaving for break, then he/she must take the appropriate arrangements with PPS.