



# Ashbury College

## Application to Request a Conflict Exam

If you are requesting a rescheduled conflict exam for a June final exam please complete and return this form to Mrs. Kathleen Munro Collins in the Student Services Office by **May 24, 2019**. The Head of Senior School or the Director of Student Services (medical requests) will review the application. A response will be sent through the Student Services office to confirm or deny the request.

Please explain your request below with the date(s) and time(s) it affects and attach any supporting documentation (ex: medical note, RCM exam notification, etc.) to this application.

\*Note: A conflict exam will automatically be scheduled for a student whose exams fall back to back creating 4 in a row over 2 days (not including a weekend). Those students will be identified and contacted by Student Services. They do not require a conflict exam request application.

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

Subject(s) Affected: \_\_\_\_\_

Date(s) Affected: \_\_\_\_\_

**Request** (please attach any supporting documentation):

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\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date