



# Sparkman High School

2616 Jeff Rd

Harvest, Alabama 35749

Phone 256-837-0331

Fax 256-837-7673

Chris Shaw  
*Principal*

October 14, 2020

Dear Parents and Class of 2021:

Sparkman High School will administer the mandatory State of Alabama WorkKeys Assessment to all Seniors on Wednesday, October 28. At the conclusion of the test, Seniors will be allowed to leave campus providing that a permission form is submitted to Ms. Hughes in Guidance. This permission form is only for those students in Session #1 who will be leaving after testing. Session #2 students will not need a form for early check out as they will be testing later in the day. There will be a basket to deposit your form in the guidance at the front desk or you can email it to Mrs. Hughes at [thughes@mcssk12.org](mailto:thughes@mcssk12.org). The due date for this form is **NO LATER THAN FRIDAY OCTOBER 23**. Because there are over 500 students in the class of 2021, no student checkouts will be accepted over the phone. Normal checkout policy will apply to students who do not return a form. Otherwise, he/she will remain on campus and follow their normal schedule.

Please sign and return the form below to Ms. Hughes in guidance, no later than Friday October 23. If you have any questions please contact [thughes@madison.k12.al.us](mailto:thughes@madison.k12.al.us) or 256-837-0331 ext 41117.

Sincerely,

Tina Reid  
Assistant Principal

My child, \_\_\_\_\_, may checkout on Wednesday, October 28, at the completion of the WorkKeys Assessment. I understand that the school is not responsible for transportation for students leaving campus early.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Phone number where I may be reached: \_\_\_\_\_