**Proctor and Student Agreement**

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

**PRINT** Last Name First Name

Thank you for choosing Metropolitan School System. This letter is to inform you on how to complete this examination.

* **DO NOT WRITE IN TEST BOOK ALL ANSWERS MUST BE WRITTEN ON THE ANSWER SHEET THAT IS PROVIDED.**
* **YOU WILL NEED TO MAIL ALL TEST AND TEST GUIDE BACK TO US WITHIN FIVE BUSINESS DAYS OF THIS DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
* **ANSWER ALL QUESTIONS THE MORE QUESTIONS ANSWERED THE BETTER CHANCE YOU HAVE AT PASSING.**
* **This proctor agreement must be signed by the student, an approved proctor and notarized.**
* **Approved proctors are your parents, paralegal, notaries, clergy, and licensed professionals such as a Dr., nurse, teacher, librarian, lawyer, etc.**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have personally observed and proctored the above individual throughout this examination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Proctor Signature Date

**ATTESTATION OF TEST**: By signing below I will not receive any assistance in completing this examination nor will I share or copy any of its contents.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_/\_\_\_/\_\_\_\_\_

Student Signature

This form must be notarized and returned.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp or Seal

Notary Signature Date

**HIGH SCHOOL COMPLETION PROGRAM**

We would like to welcome you to Metropolitan School System family. We are so proud that you are taking the steps to continue your education. Enclosed are a test guide, examination, and a student application. The test is accompanied with a guide, and is 400 questions long. The steps for returning this packet and rules are as followed:

* **Make sure the student application is filled out completely**
* **Make sure that you attach a copy of your state or federal issued ID.**
* **Make sure that ALL materials are returned**
* **You will have 5 business days to complete and return your packet**
* **Do Not write on the examination nor the study guide**
* **If examination materials are lost or damage, you will be charge a fee of $50.00**
* **The test is 400 questions long.**
* **Scantron are to be filled out in pencil only. Make sure all bubbles are filled correctly as this will affect your grade.**
* **If you fail any section of the exam you will need to apply for tutoring at no additional charge for 6 weeks per section. Good Luck!**
* **Cost $690.00 or $200 down payment and 2 payments of $245.00**
* **DEBIT CARDS OR MONEY ORDER WILL ONLY BE ACCEPTED PAYMENTS CAN BE MADE BY PHONE.**
* **ADDITIONAL FEES: GRADUATION DUES $350, Replacement Transcript $50 and Replacement Diploma $220**

*Please be advised that neither your Diploma nor Transcript will be released until all financial obligations are met NO EXCEPTIONS. Again we would like to thank you for choosing Metropolitan School System for continuing your education. If you have any question please feel free to contact us Monday- Friday and by appointment only on Saturday from 10am-2pm.*

Our school is fully approved and accredited by the **Georgia Association of Christian Schools,** and the **National Association of Private Schools.**

**Thanks,**

Mack Freeman J.L. Hooker, Ed. D.

Director Dean of Students