

Dear Parent/Guardians,

You are receiving this email because your daughter is signed up to participate in the ACT on October 6th. This test will be hosted at Trinity and will begin promptly at 8 am. Your daughter should arrive by **7:30** am for check in.

She should report to the following entrances based on the first letter of her last name:

(A-L)- Check in at the main entrance on Lathrop Avenue

(M-Z)- Check in at the Division street entrance

She will need to complete the Appian app before school. If your daughter is an e-learner and is struggling to get the app to work, she may print out this form instead and present it at check in with a parent signature. During check-in we will also ask to see her school ID or Driver's License, so please remind her to bring one or the other with her on test day. She will then be directed to a testing room. Testing will conclude between 11:45 am -12:00pm for Standard Time testing and between 12:45pm-1:00 pm for Extended Time testing. There will be no Trinity transportation this day so please make arrangements for transportation. Any student arriving late may not be admitted, so it is very important to be on time!

In addition, on test day please remind your daughter to bring the following items with her:

1. A few #2 pencils
2. A calculator
3. A school ID or Driver's License
4. A snack

Lastly, please visit this webpage for more information:

<https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/act-info-for-examinees.html>

If you have any questions email Mrs. Herling at vherling@trinityhs.org.

Sincerely,

Victoria Herling (Test Coordinator)