



**CITY SCHOOL DISTRICT OF ALBANY  
SUMMER SCHOOL  
(Walk-Ins)**

Policy regarding the administration of the Albany Summer High School in connection with the walk-in examination for residents of the City School District of Albany, New York:

Any student requesting admission to an August final examination at Albany Summer High School who has not been in regular attendance in the Albany Summer High School, must present the following credentials to the summer school principal at least four (4) weeks prior to the final examination:

1. Written request signed by his home-school principal for each examination requested. It will be attached to his answer paper.
2. Documentation from his home-school guidance counselor indicating that the student has demonstrated proficiency in the subject area.