



High School Semester Exam Exemption Request

First and Last Name: _____

Grade: _____

Fall Exam Exemption Policies

- **9th & 10th grade:** Students can exempt up to two (2) exams in classes with 80% or higher average and no zeros in the 4th quarter. This will be based on grades/zeros as of May 17, 2021.
- **11th grade:** Students can exempt up to three (3) exams in classes with 80% or higher average and no zeros in the 4th quarter. This will be based on grades/zeros as of May 17, 2021.
- **12th grade:** Students can exempt **all** of their exams in classes with a passing semester average (60%). This will be based on grades as of May 17, 2021. This form does not have to be completed and notification will be sent of any required exams.
- 9th-11th grade students must complete and submit an exam exemption form (including parent approval) between the dates of **May 10-14, 2021 in the high school office (Mrs. Davis). The final deadline for submission is Friday, May 14 at 3pm. Late submissions will not be accepted.** Approval is subject to review by administration for appropriate average and no zeros in the current quarter as of May 17, 2021.
- Confirmation of approval will be sent via email by **May 21, 2021, at 4 PM. You cannot exempt an exam until you have received your exam exemption approval email.**

Exam Exemption Request: The student should complete the course and honors portion of this chart:

FULL Name of the Course (e.g.: Not just "Math" or "English" - specify "Algebra 2," "English 3", etc.)	Honors?	Office Use Only: Class Average	Office Use Only: Zeros?	Office Use Only: Admin Approval	Office Use Only: Date confirmation email sent
	Yes or No				
	Yes or No				
<i>11th grade only</i>	Yes or No				

Additional Exam Exemption Information:

1. Students do not take exams in Bible or elective courses.
2. Exam exemptions **are not** permitted for on-campus Dual Enrollment courses. AP exams are required in early May.
3. The student is responsible to check his or her gradebook in RenWeb and address any discrepancies with the teacher. This must be done prior to turning in the exemption request form.
4. If exemption is granted and the student is on campus during the designated exam period, or he/she must report to the assigned study hall area. Students are permitted to sign in late or depart early at exam snack break time if they do not have an exam during the designated exam time. Students must follow proper sign out procedures.
5. If the exam is exempted, the student's semester grade will be calculated as follows: Quarter 1- 50% and Quarter 2- 50%. *A student can not request to take an exam after the exam time has passed.*

We understand and agree to all the terms of the exam exemption policies and procedures.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____