

From: **Mallory Everitt** meveritt@scacrusaders.com
 Subject: **IMPORTANT** Freshman Guidance Reminders
 Date: May 10, 2019 at 11:23 AM
 To: meveritt@scacrusaders.com



Guidance Reminders

1. Exam Exemption Forms: Due by **Monday at 3 PM** in the guidance office. This is a firm deadline no exceptions will be made. Please see the attached form to this email. If you wish to email your exemption form, it must be sent to Mrs. Davis at ldavis@scacrusaders.com. You must receive a confirmation email from the high school team in order to exempt your exam. Confirmation of your exam exemption will be sent by a high school team member before Friday, May 17 at 4 PM.

2. Course Selection for 2019-20 is now open in RenWeb. [Please click here for instructions](#). The deadline for course selection is **May 17.**

Focus in, work hard, and finish strong in these last few weeks of the semester! I'm proud of the hard work and diligence we've seen in the 9th grade class. You're going to great as 10th graders!

Mrs. Mallory Everitt, M.A.
 Director of Guidance & Enrollment Services
 Seffner Christian Academy



SPRING 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 with six (6) or fewer absences (excused and/or unexcused).
- **11th grade :** students can exempt up to three (3) exams with six (6) or fewer absences (excused and/or unexcused).
- **12th grade :** students are exempt from all exams as long as they do not have excessive absences on file. *The high school office will contact students with excessive absences to arrange exam times.*
- Students must complete and submit an exam exemption form (including parent approval) between **May 6 and May 13 at 3 PM in the high school office (Mrs. Davis).**
- Approval is subject to attendance and grades including exam review week.
- Confirmation of approval will be sent via email on **May 17 by 4 PM. You can not exempt an exam until you have received your exam exemption approval email.**

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

Course	Period	Honors?	Office Use Only: Admin Approval Initials	Office Use Only: Absences for Semester	Office Use Only: Date confirmation email sent
		Yes or No			
		Yes or No			

		Yes or No			
11th grade only		Yes or No			

Additional Exam Exemption Information:

1. Students do not take exams in Bible or elective courses.
2. In the Spring, there are no exams given during exam week for AP courses.
3. The student is responsible to check their attendance record in RenWeb and address any discrepancies in attendance with the classroom teacher, Ms. Torres, the SCA Attendance Coordinator, or Mrs. Shock, Dean of Student Services. This must be done prior to turning in the exemption request form.
4. If exemption is granted, the student is not to be on campus during the designated exam period, or they 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 exam during the designated exam time. Student must follow proper sign out procedures.
5. Exam exemptions **are not** permitted for on-campus Dual Enrollment courses. Exam date is May 17.
6. 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 terms of the exam exemption policies and procedures.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____