



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 & 12th grade:** students can exempt up to three (3) exams with six (6) or fewer absences (excused and/or unexcused).
- Students must complete and submit an exam exemption form (including parent approval) between **November 30 and December 10 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 **December 14 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			
<i>11th or 12th grade only</i>		Yes or No			

Additional Exam Exemption Information:

1. Students do not take exams in Bible or elective courses.
2. 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.
3. If exemption is granted, the student is not 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.
4. Exam exemptions **are not** permitted for on-campus Dual Enrollment courses or AP Calculus.
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 terms of the exam exemption policies and procedures.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____