

# SEMESTER 1 EXEMPTION FORM

**December 17th - 19th, 2024**

**STUDENT'S NAME** \_\_\_\_\_ **GRADE LEVEL** \_\_\_\_\_

Exams are only required in core classes (English, History, Math, Science) for grades 7-12; electives are optional per teacher. If the elective teacher is not giving an exam, they will sign below to show that no exam is given.

**EXEMPTION POLICY**

<b>NOT EXEMPT</b>	<b>EXEMPTION REQUIREMENTS (PER CLASS)</b>
1. 5 or more unexcused tardies for the semester 2. Suspension (OSS) or PASS	"A" average and 3 or less absences (excused or unexcused) "B" average and 2 or less absences (excused or unexcused)

**When you get this form:**

1. Put your name at the top.
2. Fill out the subject column next to each exam time (including your electives).
3. Each teacher will complete their section- only sign if the student *CAN* exempt.
4. Remember to sign in the **student signature** column if you are exempt.
5. Turn in to your homeroom teacher by December 16th.

EXAM BY BLOCK & TIME	SUBJECT	<u>TEACHER SIGNATURE</u> (ONLY IF STUDENT CAN EXEMPT)	<u>STUDENT SIGNATURE</u> (ONLY IF EXEMPT)
<b>Tuesday Dec. 17th</b>			
EXAM 1st - 8:00-9:30			
EXAM 2nd - 9:40-11:00			
<b>Wednesday Dec. 18th</b>			
EXAM 3rd - 8:00-9:30			
EXAM 4th - 9:40-11:00			
<b>Thursday Dec. 19th</b>			
<b>MAKE UP EXAMS ONLY</b>	To be eligible for a make up exam, a student must have an excused absence for the regular scheduled exam time. All checkouts on this day need a separate parent note from home or a parent can come in and check them out.		

**THIS FORM IS DUE BY  
MONDAY, DECEMBER 16TH TO  
YOUR HOMEROOM TEACHER.**

## SEMESTER 1 EXAM CHECK OUT FORM

**\*\*This form MUST be completed by parent/guardian and returned to the student's homeroom teacher by Tuesday morning, December 17th. If you do not have exams Tuesday, then bring it back Wednesday morning. If you do not have to take any tests and you do not plan on coming after Monday, you do not have to turn this form in at all.**

### IMPORTANT INFORMATION

1. If a student is exempt from an exam, they do not have to attend school and it will not be counted against them.
2. If a student is *not* exempt from an exam and does *not* attend school to take the exam, they will receive a 0. Make up exams on Thursday, Dec 19th, are only for those who have an excused absence for their regular scheduled exam time.
2. Students can "check in" for exams but MUST be on time. Example - A student doesn't have an 8:00 exam but *does* have to take the 9:40 exam, they can report to school at their exam time and go straight to that class.
3. Car rider pickup for exam checkout will be after each exam (9:30 & 11:00). Students should be picked up in the gravel parking lot by Helen Jenkins Hall or in the front of the school. Communicate the location you choose with your student. Student Drivers can leave at these times as well.
4. Once car rider pick up has ended, late pickups must be done through the front office only.
5. Only those students who have been approved for a makeup exam have to attend on Thursday Dec 19th. Those not taking exams on this day are excused to stay home.

### PARENT/GUARDIAN SECTION

Please indicate by each exam date what your child will be doing. If you approve for your student to check out at 9:30, please initial on the line beside 9:30. If your student is approved to check out at 11:00, initial on the line beside 11:00. Please do this for both dates. **Students do not need to attend if they are exempt from an exam; they will be excused.**

<b>Tuesday 12/17</b>	9:30 _____	11:00 _____	Staying all day _____	No exam _____ <small>**does not need to attend</small>
<b>Wednesday 12/18</b>	9:30 _____	11:00 _____	Staying all day _____	No exam _____ <small>**does not need to attend</small>
<b>Thursday Make-ups ONLY</b>	This day is only if you missed an exam and have an excused absence to make it up. If you have to attend this day, you must bring a handwritten parent note to check out after exams are complete or have someone in person to check you out.			

My child will be picked up by \_\_\_\_\_ OR  My child will drive themselves.

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**CURRENT CONTACT NUMBER** \_\_\_\_\_

**NAME OF STUDENT** (please print) \_\_\_\_\_

**DATE** \_\_\_\_\_