

Office Use Only
____ Approved
____ Denied

Exam Exemption Form
1st Semester Exam Dates December 20 and 21

Student Name: _____ Student #: _____
AA Teacher: _____

In order to be eligible for an exam exemption, you must **INITIAL** each of the following statements to verify that you meet the requirements. **Attach a print out of your attendance to the application.**

_____ I have five (5) or less excused absences per semester in **all** periods including AA. (At this time, 2nd period will not be reviewed due to coding issues with the state data system.)

_____ I have zero unexcused absences per semester in **all** periods including AA.

If you do not meet one or both of the requirements above due to an extenuating circumstance, you may apply for a waiver. **Attach** a written statement to this application along with any documentation you feel may assist the attendance committee in their decision. Your statement should include an explanation for every absence.

Noted exceptions:

- If you are failing a course or have an incomplete, you must take the **exam in that course.**
- If you had an F at the end of the first 6 weeks, you did not attend the scheduled F meeting and you do not have a 75% or higher in the course, you must take **exams in the specific course(s) you were failing at the first 6 weeks.** Teachers have a list of these students.
- Students in weighted courses are required to complete an **exam in that course.**

Excused absences during exam days:

Students who are exempt from exams and plan to not attend school during the exam days must write an out-of-school environment educational plan. The plan must describe what the exempt student will be doing. For example: college visits, job shadowing, school-to-work transitions, education travel, home environmental work, appointment, part time work, community service and/or volunteerism.

Briefly describe your out-of-school environmental educational plan: _____

Failure to complete this section of the form will negate the student's excused absence and he/she must attend school during exam days.

Applications require signatures from both the student and a parent/guardian. Submit Applications to **your AA teacher** by **Tuesday, December 11, 2018.** Additional absences following the application deadline will be counted in your total absences and may jeopardize your exemption status.

Student Signature

Date

Parent/Guardian Signature

Date