

Student Name: _____

Second semester final exams will be administered on **Friday, May 18, and Monday, May 21, 2018**. This letter is to inform you of which exams your student plans to exempt and the alternate schedule that will be used for the administration of exams.

WHS Exam Exemption Policy:

SENIOR Exemption- A senior must have an average of 80 in a class to exempt his/her final exam. The senior must not have been absent from school, checked in late or checked out early a combined total of more than five times during the semester for any reason (excused or unexcused). If a senior does not meet the aforementioned criteria, he/she cannot exempt under Senior Exempt, but he/she will be allowed to exempt under the exam exemption criteria for all other students.

Academic Exemption- Academic Exemption – Students may elect to exempt up to **three final exams** with academic exemption, if they have a 95% or higher in the class.

Students who opted out of the 7 period day may elect to exempt up to **two final exams** with academic exemption, if they have a 95% or higher in the class.

Attendance Exemption - Students may elect to exempt **one final exam**, if they have a 73% or higher and no more than five attendance events during the first semester.

Note: A student may choose either two academic exemptions **OR** one attendance exemption, not both. Students are exempt from semester exams for the class in which they take an End of Course Test .

Exam Schedule: Students not exempting exams will follow this schedule.

	Friday, May 18, 2018	Monday, May 21, 2018
First Exam	4th period, 11:30-12:28 PM	1st period, 8:35-9:27 AM
Lunch	12:31-1:00 PM	2nd period, 9:32-10:30 AM
Second Exam	5th period, 1:05-1:55 PM	3rd period, 10:35 –11:25 AM
Third Exam	6th period, 2:00-2:50 PM	
	7th period, 2:55-3:45 PM	

After Exams: Students will resume their regularly scheduled classes.

NOTE: Students are only required to come to school during their scheduled exam time; but students may come to school during an exempted exam if transportation is an issue. Students who come to school during an exempted exam will sit in the class in which they have exempted quietly.

*Students who remain at school after the second exam in order to ride the bus home will have a supervised lunch and study hall. School dress code will be enforced (no pajama bottoms, short-shorts, etc.).

All students must have this form signed by a parent or guardian and submit to his/her second period teacher by May 14, 2018 in order to exempt any exams. Failure to return this form signed by a parent or guardian will result in the student taking all of his/ her exams (EXCEPT EOC or Math Support courses).

Parent/Guardian Signature: By signing this form, the parent/guardian acknowledges the schedule that will be followed for exam administration and is aware of the exam(s) the student will be exempting. Please check which box that pertains to your student.

My student will not come to school during exam periods that he/she exempted. I understand that he/she must arrive by 11:25 on Friday, May 18 for the first exam and by 8:35 on Monday May 21 for all exams.

My student will remain on campus during exam period(s) that he/she exempted.

Parent signature: _____

Please return signed form Monday, May 14, 2018 to your second period teacher.