

Student Name _____

Second semester final exams will be administered on Tuesday, Wednesday, Thursday, and Friday, May 22, 23, 24 and 25, 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:

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 only choose one exemption option – academic **OR** attendance.

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

	Time	Tuesday	Wednesday	Thursday	Friday
First Exam	8:35-10:40	1 st period	3 rd period	5 th period	7 th period
Second Exam	10:50-12:50	2 nd period	4 th period	6 th period	Buses leave at 12:45
Lunch	12:55-1:40			12:55-1:45	Commons Area
Study Session	1:45-2:40	3 rd pd Study Session	5 th pd Study Session	7 th pd Study Session	
Study Session	2:45-3:45	4 th pd Study Session	6 th pd Study Session	1:50-3:45	

NOTE: Students are only required to come to school during their scheduled exam times; 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 session. 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 FIRST period teacher by May 18, 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. Only original forms will be accepted. *****

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 8:35 am for the first exam or by 10:40 am for the second exam and must leave campus immediately after his/her exam of the day. If your student remains on campus they must attend the appropriate study session for the next day exams.

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

Parent signature: _____

Please return signed form Friday May 18, 2018 to your first period teacher.