

Office Use Only  
\_\_\_\_ Approved  
\_\_\_\_ Denied

**Exam Exemption Form**  
First Semester Exams 1/17/20 and 1/21/20

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 printout of your attendance to the application.**

\_\_\_\_\_ I have five (5) or less excused absences per semester in **all** periods including AA. *Look at each period individually.*

\_\_\_\_\_ I have zero unexcused absences per semester in **all** periods including AA. *Look at each period individually.*

If you do not meet 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.**
- 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 **Thursday, 1/9/20**. 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*