

Chapin High School – Fall Semester 2018 – Final Examination Exemption Form

Please fill out this form in **BLUE** or **BLACK** ink.

Student Name (LAST, First): _____ Student ID #: _____ Grade Level: _____

To be exempt from a final examination in any class, students must have three or fewer absences and have a 90% semester average.

In addition, students **MUST** . . .

- (1) Provide either a digital copy (smartphone, laptop, etc.) or a print-out of attendance for their teachers to verify.
 Please note excused codes on reverse. *Students may NOT print out attendance at school.*
- (2) Provide this form to ALL their teachers **no sooner than Friday, December 14th, 2018**, to verify absences and have teachers fill in grades.
- (3) Read the following statements, initial each statement, sign below, and have a parent sign as well.
 - I must attend **EVERY** single **Review Session**, even if I am exempt.
 - I will receive a zero for any **final examination** if I fail to show up to any class from which I am NOT exempt.
 - I may fail a class as a result of a zero on a final examination.
 - I may take a **final examination** even if I am EXEMPT, since in such case, *only a score which IMPROVES my average will be counted.*
 - During an Exam Period, I may **NOT** leave early – even if I have finished the examination before class is over.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

- (4) Present this form to each teacher **on the day of examination for each class during the Review Period.**
- (5) Submit this completed form to your teacher during 4th period, or if you have an "out", to the teacher in whose class you test last.
 If you attend CCTE on Friday, December 21st, submit this form to the Attendance Office before the last day of exams.

NOTE: NO student may take ANY examinations other than at designated times (whether earlier or later) unless written permission has been requested from and granted by Ms. Granados.

2018 FALL Semester Final Examination Schedule

	8:45 – 10:15	10:20 – 11:50	11:50 – 12:40	12:45 – 2:15	2:20 – 3:50
Monday, December 17 th	Regular 1 st	Regular 2 nd	Lunch	Review Session 3 rd	Exam Period 3 rd
	8:45 – 10:15	10:20 – 11:50	11:50 – 12:40	12:45 – 2:15	2:20 – 3:50
	Review Session	Review Session		Exam Period	Exam Period
Tuesday, December 18 th	5 th	6 th	Lunch	5 th	6 th
Wednesday, December 19 th	1 st	2 nd	Lunch	1 st	2 nd
Thursday, December 20 th	7 th	8 th	Lunch	7 th	8 th
Friday, December 21 st	Review 4 th	Test 4 th	Lunch	Early Release	

Student Name (LAST, First): _____

Student ID #: _____

Grade Level: _____

9th	10th	11th	12th
*For any class: 90% average or better, 3 or fewer absences	*For any class: 90% average or better, 3 or fewer absences	*For any class: 90% average or better, 3 or fewer absences	*For any class: 90% average or better, 3 or fewer absences

AP CLASSES: Students may NOT be exempt from Fall Final Examination but will instead take a Mock AP Examination. This Mock Examination will count as the Fall Final Examination at 10% of a student's semester grade. *However, in the event a student has a class average of 90% or better and if the student meets the exemption criteria, the examination will only count toward the semester grade if the score is higher than a student's current average.*

DUAL CREDIT: Students are expected to remain in class unless they meet requirements for their class and exemptions.

- Students are responsible for providing attendance verification. Please REMEMBER that the following codes do NOT count as one of the three absences against students: SD, TST, FT, CV, IN, SI, WR, CEH, HMB, DPT, DTP, LF, LPU, LVD.
- Exempt students may choose to take the final exam at no penalty, meaning that if their grade on the exam is lower than their current average, the final exam grade will not count against them.
- All students MUST attend morning Study Sessions, but students exempt from both classes may go home with Early Release at lunch. Otherwise, students must test at designated times or wait in Theater/Library until or after their exams. As such, students may NOT leave early during Exam Periods, even if they have completed their exams before the end of class.
- PLEASE REMIND YOUR STUDENTS:** If students are absent from any examination without an exemption, they WILL receive a ZERO for their final examination grade which may then cause them to fail your class.

Period	Course	Number of Absences	ONLY teachers may fill out the information below with BLUE ink.			
			Semester Average	Exempt (circle one)	Teacher Name Please PRINT clearly	Teacher Signature
1				Yes / NO		
2				Yes / NO		
3				Yes / NO		
4				Yes / NO		
5				Yes / NO		
6				Yes / NO		
7				Yes / NO		
8				Yes / NO		