

Chapin High School – Fall Semester 2016 – Final Examination Exemption Form

Please fill out this form in BLUE or BLACK ink.

Student Name (Last, First): _____

Student ID #: _____

In order to be considered exempt from a final examination in any class, you must:

- 1) Sign this form to acknowledge each of the following statements.
- 2) Obtain a parent signature to acknowledge each of the following statements.
- 3) Acknowledge that being absent from a final exam from which you are NOT exempt will result in a zero grade for that exam, and you may possibly lose credit for that class.
- 4) Acknowledge that on the day of exams you may NOT leave early – even if you have finished the exam before class is over.
- 5) Provide evidence of your semester attendance for each class in which you seek an exemption. You may provide a digital copy (smartphone, iPad, or other device) **or** a print-out for your teacher to verify attendance. *You may NOT print out attendance at school.*
- 6) Provide this form to ALL your teachers no later than **Friday, December 16th, 2016**, to verify your absences and have them fill in your grade. Your teacher will either write “EXEMPT” or write “NO” under **EXEMPT?** column.
- 7) Present this form to each teacher **on the day of examination for each class** and sign the teacher’s Teacher Exemption Form.
- 8) Submit this completed form to the teacher in whose class you take your **last** exam. Please see schedule on reverse.

Student Signature: _____

Parent Signature: _____

Date: _____

Date: _____

Period	Course	Absences	EXEMPT?	<i>ONLY teachers may fill out the information below.</i>		
				<i>Semester Average</i>	<i>Teacher Name Please PRINT Clearly</i>	<i>Teacher Signature</i>
1st						
2nd						
3rd						
4th						
5th						
6th						
7th						
8th						

9 th	10 th	11 th	12 th
<u>*For any class:</u> 90% average or better, 3 or fewer absences	<u>*For any class:</u> 90% average or better, 3 or fewer absences	<u>*For any class:</u> 90% average or better, 3 or fewer absences	<u>*For any class:</u> 90% average or better, 3 or fewer absences
* <u>For AP Classes:</u> 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. 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 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 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: FT, IN, SD, SI, TST, WR, CEH, HMB, DPT.
- ☑ 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.
- ☑ **REMIND YOUR STUDENTS:** If they are absent from the exam without exemption, they will receive a ZERO for their final exam.

2016 FALL Semester Final Examination Schedule

	8:45 – 10:15	10:20 – 11:50	11:50 – 12:55	1:00 – 1:45	1:50 – 3:50
Monday, December 19 th	Regular 1 st	Regular 2 nd	Lunch	Review 4 th	Test 4 th
	8:45 – 9:30	9:35 – 10:20	10:25 – 12:25	12:25 – 1:45	1:50 – 3:50
Tuesday, December 20 th	Review 7 th	Review 5 th	Test 5 th	Lunch	Test 7 th
Wednesday, December 21 st	Review 3 rd	Review 1 st	Test 1 st	Lunch	Test 3 rd
Thursday, December 22 nd	Review 8 th	Review 6 th	Test 6 th	Lunch	Test 8 th
	8:45 – 9:30	9:35 – 11:35	11:35 – 12:40		
Friday, December 23 rd	Review 2 nd	Test 2 nd	Lunch	Early Release	