

# Final Exam Exemption Policy- Q&A

## 1. What is the new exam exemption policy?

The new exam exemption policy was developed to provide exam exemptions for students in **all four grade levels**. The policy provides all students the opportunity to exempt final exams provided a student has no more than **five (5) unexcused absences** in that particular class per semester **and** has a class average of 70 or above. *Students who have been assigned In School Suspension or Out of School Suspension will lose their privilege to exempt final exams.*

Refer to the chart below for a detailed explanation.

GRADE	REQUIREMENTS (Student must meet ALL requirements.)	# EXEMPTIONS ALLOWED
9 <sup>th</sup>	5 or fewer unexcused absences in the class you wish to exempt the final exam No OSS or ISS Average $\geq 70$	ONE
10 <sup>th</sup>	5 or fewer unexcused absences in the class you wish to exempt the final exam No OSS or ISS Average $\geq 70$	TWO
11 <sup>th</sup>	5 or fewer unexcused absences in the class you wish to exempt the final exam No OSS or ISS Average $\geq 70$	THREE
12 <sup>th</sup>	5 or fewer unexcused absences in the class you wish to exempt the final exam No OSS or ISS Average $\geq 70$	SIX

## 2. What is the purpose of exam exemptions?

Attendance affects academic success. Students who are absent from school miss out on the instruction which happens within the classroom. They are not benefiting from the class discussions and class activities with their peers, which provide them the necessary background information that they are unable to attain from reading a textbook or watching a video. The purpose of this exam exemption is to improve student attendance as well as improve student achievement.

## 3. What is the rationale behind documenting student absences?

- To ensure the accuracy of student records.
- Documented absences that are excused permit students to make up work without a penalty.
- To determine eligibility for exemptions.

## 4. What is an excused absence?

A student's absence from school or class will be considered **excused** when it is due to any of the following circumstances:

- 1) Personal illness of the student. The illness must be documented by a professional.
- 2) Attendance at school would be detrimental to the health of the student or others.
- 3) Death or serious illness in the student's immediate family necessitating absence from school.
- 4) Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service in the armed forces, mandating absence from school.

- 5) Observance of religious holidays, necessitating absence from school.
- 6) Conditions rendering attendance impossible or hazardous to the student's health or safety.
- 7) Serving as a page in the Georgia General Assembly.
- 8) Absences not exceeding a cumulative total of 6 days per year for the following reasons, but only if the absence has been pre-approved by the principal or designee:
  - a. Scholarship interviews/college visitations,
  - b. Graduation or wedding of a close family member,
  - c. Specialized educational experience,
  - d. Other circumstances that are mutually agreeable to the parent and principal.
- 9) Up to 10 instructional days (60 instructional hours) per year for school-sponsored non-instructional activities (defined as functions during the school day that are under the auspices or sponsorship of a school or the school system) that are specifically approved in advance by the principal or designee. The principal shall ensure that an accurate record of all such absences is maintained.

## 5. What is an unexcused absence?

An unexcused absence is defined as non-attendance in any class period that is undocumented by an outside professional. All other absences not mentioned previously are considered unexcused. Class work and tests missed due to unexcused absences are subject to a grade reduction. Since every school day is important, “skip days” are not recognized or condoned by the school administration and are considered unexcused.

## 6. Do Unexcused Tardies count towards Exam Exemptions?

**YES!** Please refer to the chart below:

Three (3) unexcused tardies to class (1 minute to 14 minutes late)	=	One (1) unexcused absence
Unexcused tardy to class (15 minutes or more)	=	One (1) unexcused absence

## 7. In what classes can final exams *not* be exempted?

- On-line courses.
- Courses that have a state mandated assessment.
- Any Move-On-When-Ready course.
- Year-long AP courses may not be exempted in the fall semester.
- Year-long EOC courses may not be exempted in the fall semester.

## 8. Where do I go if I have more questions about attendance?

You can always reach out to your child's assistant principal or our attendance office if you have questions regarding your child's attendance.

## 9. How do I apply for exam exemptions?

Students will be able to pick up an exam exemption form from suite 1360. This information will be communicated in the announcements and in the Eagle Update.

## 10. What dates will be included in the attendance requirements for the Exemption Policy?

The attendance for the Exam Exemptions will begin on January 17, 2017. The attendance for the Exam Exemptions will end on May 10, 2017 for seniors and on May 17, 2017 for grades 9-11.

# 2017 STUDENT EXAM EXEMPTION FORM

Students have the opportunity to exempt final exams provided he/she misses **no more than five (5) unexcused days** of that particular class per semester **and** has a class average of **70** or above.

Students who have been assigned **In School Suspension** or **Out of School Suspension** are **not eligible** for exemptions.

*\*Please note that all exemptions are pending your grade and attendance on the last instructional day of the semester.*

**All Senior Exemption Forms are due to Mr. Spierto in 1360 by 3:30PM on Wednesday, May 10 2017.**

**All 9-11 Grade Exemption Forms** are due to your grade level administrator in 1360 by **3:30PM** on **Wednesday, May 17, 2017**.

Refer to the chart below for the number of courses students are allowed to exempt.

GRADE	# EXEMPTIONS ALLOWED
9 <sup>th</sup>	ONE
10 <sup>th</sup>	TWO
11 <sup>th</sup>	THREE
12 <sup>th</sup>	SIX

<b>STUDENT NAME</b>	
<b>GRADE LEVEL</b>	
<b>STUDENT EMAIL</b>	
<b>PARENT EMAIL</b>	

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