1. **District Exemption Policy:**

• No more than 3 absences in the class period.

• An 80 semester average or above (4th, 5th, 6th six weeks’ average).

 • No more than 3 office referrals with consequences. No assignments to ALC or suspensions.

• No outstanding fees, fines or residency holds.

• Concurrent or dual credit course exemptions are not governed by LCISD exemption policy.

 • Any absences, reduction in grade below 80, fine, or discipline referral after the exemption declaration may negate final exam exemptions.

1. **Questions?**

If you have a question regarding exemptions and final exam procedures, please contact your AP’s office.

 Freshman Mr. Cervantes (832) 223- 3024 Sophomore Mrs. King (832)223-3012

Junior Mr. Squires (832)223 - 3010 Senior Ms. Cox (832) 223-3006

1. **Where do I go if I exempt a final but need to remain on campus?**

 If you are exempt from a final and are on campus during the exam time for the exempted class, report to the cafeteria.

1. **What is the Fall 2017 exemption form timeline**?

• Exemption forms will be available for students to pick-up Monday, December 11th through Wednesday, December 13th during all lunches. After December 13th exemption forms will be available for pick-up in the student’s AP office.

• Completed exemption forms are due to the student’s AP office December 14th by 4:00 pm. NO EXCEPTIONS

• Students should confirm their final exam exemptions via Skyward Family Access on Friday, December 15, after 4:00 pm

• If students have questions regarding their final exam exemptions in Skyward Family Access students should report to their AP’s office.

1. **Holds/Fines/Fees/Textbooks & Equipment**

 Students who have a residency, fine, fee, textbook, and/or equipment hold may begin clearing theirs immediately. If you have questions, please go to your AP’s office for assistance.

1. **Can I exempt ELA, Math, Science or Social Studies both semesters?**

Students may exempt a core final exam during fall 2017 and spring 2018 as long as district exemption requirements (see above) have been met, the teacher approves the exemption and the exemption counts toward the student exemption limit.

1. **Can I exempt my elective or extra-curricular class (athletics, CTE, fine arts)?**

Yes, students may exempt their elective or extra-curricular class if the exemption requirements (see above) have been met, the coach/director approves the exemption and the exemption counts toward the student exemption limit.

1. **Which type of absences do NOT count toward my 3 absence limit?** Please refer to the attendance form that is posted in all classrooms. All attendance codes highlighted in yellow do NOT count toward your exemptions.
2. **If I am exempting a final exam, do I need to attend the review class offered on Wednesday, December 20, 2017 & Thursday, December 21, 2017?**

No. If you are approved to exempt the final exam, you do not need to attend the review class. However, if you are on campus on December 20 and/or December 21 you will be required to attend scheduled classes. Please see question #3 for the only exemption to this requirement.

1. **Final Exam Make-up Dates & Information (must be pre-arranged with approval).**

If a student is absent during a final exam period, the final exam make-up window is Monday, January 9 through Friday, January 12, 8:00 am -3:30 pm.

1. **May I take a final exam prior to the administration of the 1st period exam on Wednesday, December 20, 2017?**

No. Students must take all final exams during the final exam testing window of December 20-December 22, 2017. Exams must be completed during the student’s assigned testing period. If there are any extenuating circumstances, please see your AP.