



FULSHEAR HIGH SCHOOL

FINAL EXAM EXEMPTION PROCEDURES

FALL 2017



Maximum exemptions allowed:
 9th – two classes per semester
 10th – three classes per semester
 11th – four classes per semester

1. District Exemption Policy:

- No more than 3 absences in the class period (see student attendance form).
- An 80 or above in class to be exempted (average 1st, 2nd, and 3rd six weeks).
- No more than 3 office referrals. No assignments to ALC or suspensions. (Refer to discipline box on exemption form).
- No outstanding fees/fines. For students with outstanding fines, exemptions will not be granted until student obtains an administrator and the librarians signature.
- Dual credit or concurrent 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 the exemptions.

2. Questions?

Students who have a question or need assistance during the exemption process may go to the Administrative Table during power hour. If we are unable to immediately answer your question – we will resolve your question/concern within 24 hours.

3. Where do I go if I exempt an exam but need to remain on campus?

Students who exempt a final exam but require transportation to or from campus and are therefore on campus during the exempted time period must immediately report to the cafeteria for monitoring. Students who exempt a final exam and have transportation to and from campus must leave campus within 10 minutes of the scheduled exam period in which they exempted. Failure to leave campus within the 10-minute time frame and/or failing to report to the cafeteria for monitoring will result in loss of exemption privileges and possible discipline consequences.

4. If I am exempting a final exam, do I need to attend the offered review?

No. If you are approved to exempt the final exam, you do not need to attend the review class. Please refer to question #3 for directions where to report if on campus and not attending the exempted review period.

5. When do I receive my Fall 2017 Exemption Form?

Student exemption forms will be distributed on **Friday, December 8, 2017.**

6. When & where do I turn in my Exemption Form?

Exemption forms must be turned in by 4:00 p.m. on **December 13, 2017.** Completed forms can be turned into the upstairs AP office, Suite #2327. **Forms will not be accepted after the deadline. No exceptions.**

7. Holds/Fines/Fees/Textbooks & Equipment

Students who have a hold, fine, fee, textbook or equipment fee may begin clearing their hold during lunch on December 11, 2017. Students may clear holds in the library or the cafeteria between the hours of 8:00am and 4:00pm.

8. 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 are met.

9. 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 have been met, the coach/director approves the exemption and the exemption counts toward the student exemption limit.

10. Which type of absences do NOT count toward my 3 absence limit?

The following attendance codes are the ONLY absences that do NOT count toward your exemption maximum of 3 or less absences for exemption privileges.

Y-CI	Chronically ill	Y-FT	Field Trip
Y-CL	College Visit (Junior or Senior only)	Y-HB	Homebound
Y-CR	Required Court Appearance	Y-HD	Religious Holy Day
Y-CZ	Citizenship Application or Naturalization Oath Ceremony	Y-MD	Medical-doctor's note, must attend partial day
Y-DC	Dual Credit Class	Y-ML	Military Visit
Y-EL	Election Clerk (Must be at least 16)	Y-OC	Off Campus
Y-FP	Family & Protective Services court ordered activity or appt	Y-UL	UIL Event

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

Final exam make-up dates begin on Tuesday, January 9, 2018 through Friday, January 12, 2018 beginning at 4:00 p.m. and concluding by 6:00 p.m. Students who have excused absences due to extenuating circumstances and notify teachers prior to the absence are eligible for the make-up exam dates. Failure to show for a final exam without prior approval will result in a 0 for the final exam grade. Make-up exams will be held in the Library.

12. May I take a final exam prior to their scheduled administration date/time?

No. Students must take all final exams during the final exam testing window of December 20, 2017 through December 22, 2017. Exams must be completed during the student's assigned testing period. Or, students may makeup final exams January 9-12, 2018.