

Final Exam Exemptions

Student Instructions – EDIT SELECTIONS

<p>1. Click on the “Online Forms” menu option.</p>	
<p>2. Click on the “View” button for the SM1 Final Exam Exemption form.</p>	
<p>3. Click the “Mark as not completed and make changes” button.</p>	
<p>4. After the screen refreshes, click on the “SM1 Final Exam Exemption” button on the right side of the screen.</p>	<p style="text-align: center;">READ BEFORE MOVING ON</p> <p>If you request an exemption for a class in which you have less than an 80 on December 9, 2020, you WILL NOT be able to request an alternative class.</p> <p>Only select classes to exempt if you are sure of your grade. You do not want to lose an exemption if you are not careful with checking grades.</p> <p>Below are the total allowed exemptions by grade level. If you select more than the allowed number of classes to exempt, you may lose all of your exemptions.</p> <ul style="list-style-type: none"> • Freshmen (Grade 9) are allowed to exempt two (2) classes. • Sophmores (Grade 10) are allowed to exempt three (3) classes. • Juniors (Grade 11) are allowed to exempt four (4) classes. • Seniors (Grade 12) are allowed to exempt all classes. <p style="text-align: right;">Edit Step 1</p>
<p>5. Click on the “Edit Step 1” button at the bottom of the screen.</p> <p>The screen will refresh and you can now edit your exemption selections.</p>	