

Request for Absences to be Waived for Senior Exam Exemptions Fall 2019

Senior Exemption Parameters

In accordance with the high school attendance plan, seniors will be exempt from non-state exams under the following parameters:

- “A” average with 3 or fewer excused absences for the term
- “B” average with 2 or fewer excused absences for the term
- “C” average with 1 or fewer excused absences for the term

Seniors may NOT be exempt from a State End-of-Course Test, CTE Post Assessment, or NC Final.

Teachers are responsible for determining senior exemptions in each class based on the criteria below. If a student would like to submit a formal disagreement with the decision, seniors can submit the Senior Exemption Request Form to Dr. Hedrick (Page 2 of this document).

1. Seniors with any unexcused absences will not be exempted from an exam.
2. Not counted in the total for exemption absences:
 - School-sponsored field trips/activities
 - “Excused Absences for Religious Reasons.”
3. Absences related to visits to college or university campuses are considered excused absences for purposes of exemption with documentation (follow attendance excused absence procedure) from the college or university. These visits must be approved prior to the visit. These visits are included in the number of excused absences listed above. If a senior is competing for a scholarship that requires an interview during the school day, the student must submit an official document from the scholarship sponsor or university for approval prior to the absence; such required scholarship absences then may be waived by the principal for purposes of exam exemption.
4. Impact of tardies on exemption absences:
 - Seniors will receive 1 absence for every 4 tardies.
 - Seniors with no tardies in a semester can earn back one absence for purposes of exam exemptions.
5. If a student was assigned to the Falcon Center by an administrator, he/she will be marked excused for purpose of exam exemption determination.

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Senior Exemption Appeal Request Form

Please note that family trips, college visitations, and most approved educational absences beyond what is stated in the exam exemption information on Page 1 will NOT be approved as a part of this process. To be considered for an appeal, the absences must be documented by more than a student/parent note.

Student Name: _____

Absences you are requesting to waive should be listed below. Additional documentation or explanation can be attached. Undocumented absences are unlikely to be waived.

Request must be submitted to the Attendance Office no later than **2:30pm on Friday, January 10, 2020**. Student will be given a receipt for their request noting the date and time it was submitted when they turn it in. Decisions will be shared with students on Wednesday, January 15, 2020 via their second period teacher.

Dates (s)	Reason for Absence	Documentation Attached? (Y/N)

Student Signature: _____

Parent Signature: _____

Office Use Only:

☐ Appeal Granted

☐ Appeal Denied

Principal Signature: _____ Date: _____