

Roswell High School  
Exam Exemption Policy  
2018-2019

Student attendance is a determining factor for eligibility for exam exemption. Students with a passing grade, no more than 3 excused absences and no unexcused absences, no ISS/OSS, no more than 2 Friday Schools, and no academic dishonesty violations may exempt the following number of final exams each semester:

9 <sup>th</sup> grade	1 exam
10 <sup>th</sup> grade	2 exams
11 <sup>th</sup> grade	3 exams
12 <sup>th</sup> grade	4 exams

Individual classroom teachers will keep track of student absences for the purpose of determining eligibility for exemption. Pre-approved college visits (up to 6 per school year) for 11<sup>th</sup> and 12 grade students will not impact exemption eligibility. Requests for college visits and other pre-approved absences must be submitted three days in advance. While observance of a religious holiday will not impact exemption eligibility, a parent note is required.

Absences are coded excused only if proper documentation is submitted to the Attendance Office within five days of returning to school. Parent notes should include the reason for the absence and a telephone number (same as what is listed in E-School) where the parent may be reached for verification. An absence is considered excused when it is due to the following circumstances:

- Personal illness of student; Attendance would be detrimental to the health of the student or others; Attendance jeopardizes the safety of the student (as determined by the administration)
- Death in the student's immediate family necessitating absence from school
- Compliance with a court order or order issued by a government agency, including a pre-induction physical exam for armed forces service
- Observance of a religious holiday
- Serving as a page in the Georgia General Assembly

The accumulation of any three unexcused tardies to a class or early check-outs will equate to an absence for the purpose of determining exemption eligibility.

- 1 absence + 7 tardies/check-outs results in ineligibility
- 2 absences + 4 tardies/check-outs results in ineligibility
- 3 absences + 2 tardies/check-outs results in ineligibility
- 0 absences + 10 tardies/check-outs results in ineligibility

In instances where a student feels he/she should be allowed to exempt when the above conditions have not been met, an appeal may be made to the grade level administrator. The decision of the administrator is final.

**Exam exemption is not an option for AP and EOC courses and TAG Internships for Fall semester. Students in AP courses may exempt the final assessment administered during the final exam window in May.**