

Underclassmen Final Exam Exemption

The Process

On **Wednesday, May 23rd**, the *Underclassmen Final Exam Exemption* survey link below will be **LIVE** for all Underclassmen students to enter their final exam exemption information. The window for all Underclassmen students to enter their final exam exemptions via the link provided, which will also be on the school's website and the Global Canvas page, is **Wednesday, May 23, 2022 to Friday, May 27 @ 11:59pm**.

<https://forms.office.com/r/uDtuXS9K6g>

All Underclassmen students must complete the *Underclassmen Final Exam Exemption* survey through **Single Sign-on** by stated date and time. **Please emphasize to your students that there will not be any exceptions after the deadline of Friday, May 27 at 11:59pm.** All Underclassmen student exemption information will be **available for teachers to review in a Shared Excel file**, which I will forward to you upon completion.

Teacher Responsibility

- Teachers are still required to enter a grade in Pinnacle for an exempted final.
- Teachers will access the Shared Excel file to review Underclassmen exam exemptions.
- If an Underclassmen student requests a final exam exemption and is **no longer eligible**, the **teacher must notify the Underclassmen student that the final exam must be taken.**

Please note that **Exam Week (06/06 – 06/09)** is **Early Release** days (7:40am – 11:40am), which includes **Grab and Go lunch**. Also note, that **Thursday, June 9**, is a **District Early Release Day** (7:40am – 12:30pm), which includes a **Lunch** period from 12:00pm to 12:30pm. For your convenience, below is the Underclassmen Final Exam schedule:

June 6 (Monday) (Early Release Day @ 11:40am) - Green Exams 1 & 2;
June 7 (Tuesday) (Early Release Day @ 11:40am) - Green Exams 3 & 4;
June 8 (Wednesday) (Early Release Day @ 11:40am) – Blue Exams 5 & 6; and
June 9 (Thursday) (District Early Release Day @ 12:40pm) - Blue Exams 7 & 8.

THANK YOU!