

To: Seniors and Parents/Guardians of Seniors

From: Mike Testa, Associate Principal

Re: Senior Final Exam Exemption Policy

*Only applicable for final exams at the end of the school year, not at the end of first semester.

This policy is intended to provide incentive to second semester seniors to maintain good attendance while working to achieve high academic success.

Seniors with a course average of at least 85% may be exempt from taking the final exam in that course if they have five or fewer unexcused absences. Excused absences do not count against students as it relates to this exam exemption policy.

Note: The following types of absences will be considered excused if proper paperwork is submitted to the main office:

- Medical visits, including dental & therapeutic. Doctor's notes are required.
- Court appearance: Documentation required.
- Registry of Motor Vehicles
- College Visits (up to 3 per semester). Reasonable proof of visit required. Examples include a parking pass, dated note from admissions office, campus maps/tour information etc.
- Religious Holidays
- School sponsored field trips
- Attendance at a wake/funeral: Parent note will be considered proof.

Students who exceed five unexcused absences or who do not maintain an 85% or better will take their final exams according to the exam schedule which will be released each spring.

Students are required to take their final exams unless notified by their teachers that they are exempt based on the criteria listed above.