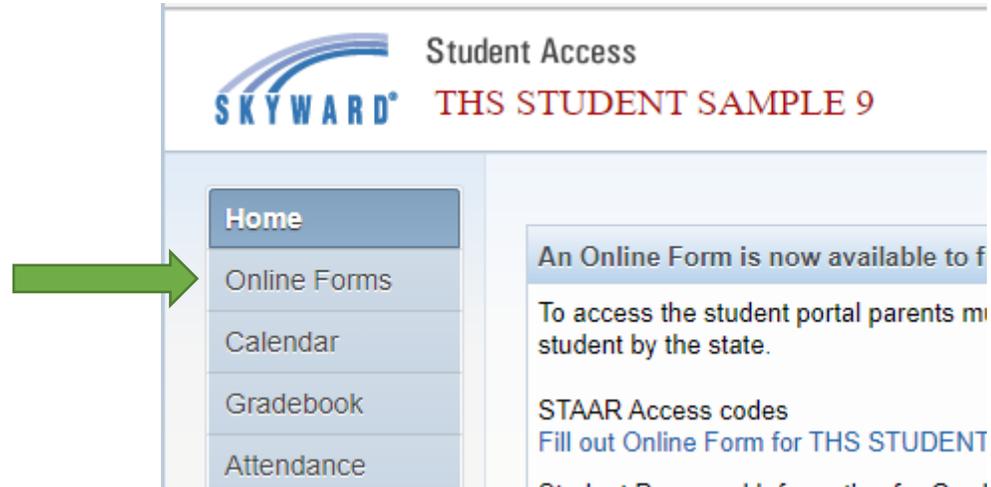
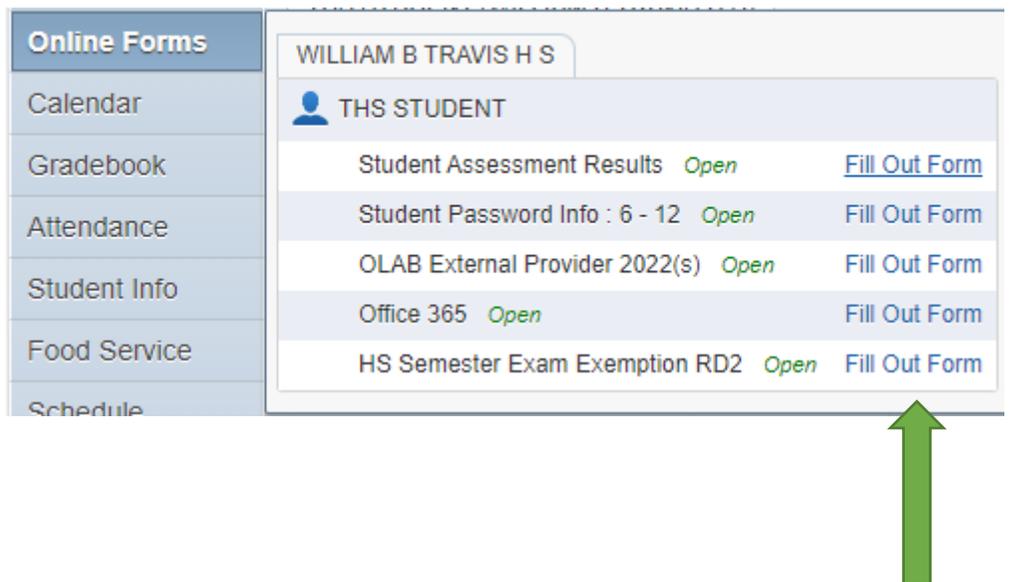


Student Job Aide for Exam Exemption Selections

1. After logging into Skyward, click on the Online Forms button.



2. Find the HS Semester Exam Exemption form and click on the Fill Out Form hyperlink.



3. The Semester Exam Exemption Request form will open. The number of classes to select from is dependent on grade level. Grades 9, 10, and 11 are only allowed to select from core classes. Complete the form using the drop down box including the period and subject area and type in the teacher's name with correct spelling.

HS Semester Exam Exemption RD2

THS STUDENT (WILLIAM B TRAVIS H S)

Step 1. HS Semester Exam Exemption (Required) View Full Screen

[Print](#)



Semester Exam Exemption Request

Student ID	0856039	Student Name	THS STUDENT SAMPLE 9
School	013 WILLIAM B TRAVIS H S		

Discipline: No removals to DAEP/JJAEP during the current school year.

Fee/Fine: No outstanding fines or fees.

EOC : Must have met minimum standard on the EOC exam for the course eligible for exemption.

Grades: Must have a semester average of 80 or above for the spring semester in the course eligible for exemption.

Test Days: Students must attend class or all required activities during exam exemptions to receive exemptions.

9th and 10th grade : Eligible for 3 exemptions in core courses only. (Math, Science, ELA, or Social Studies)

11th grade : Eligible for 4 exemptions in core courses only. (Math, Science, ELA, or Social Studies)

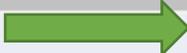
12th grade : Eligible for exemptions in ALL courses.

	Period Number	Class	Teacher (Last Name)
Exemption Request #1	▼	▼	<input style="width: 90%;" type="text"/>
Exemption Request #2	▼	▼	<input style="width: 90%;" type="text"/>
Exemption Request #3	▼	▼	<input style="width: 90%;" type="text"/>



4. Once the Exemption Requests are completely filled out, click on the Complete Step 1 and move to Step 2 hyperlink. Note: Skyward will give an error if you leave the Period Number, Class, or Teacher name blank for any of the Exemption Requests.

	Period Number	Class	Teacher (Last Name)
Exemption Request #1	01 ▼	English ▼	Teacher A
Exemption Request #2	02 ▼	Math ▼	Teacher B
Exemption Request #3	03 ▼	Science ▼	Teacher C

 [Complete Step 1 and move to Step 2](#)

5. Click the Submit HS Semester Exam Exemption hyperlink to submit your requests.



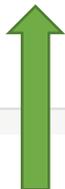
6. After submission, a notification will indicate the submission was successfully completed and include a date and time stamp.

THS STUDENT (WILLIAM B TRAVIS H S)

✓ HS Semester Exam Exemption RD2 was **successfully completed** and submitted to the district for THS STUDENT on Fri Mar 11, 2022 8:50am by THS STUDENT SAMPLE 9.

[Go back to review completed steps](#)

[Mark HS Semester Exam Exemption RD2 as not completed and make changes](#)



7. At this point, your submission is complete, however, you can review your selections or make changes by clicking on the hyperlinks.

8. If a change needs to be made, click on the Mark HS Semester Exam Exemption RD2 as not completed and make changes if you are still on this screen.

THS STUDENT (WILLIAM B TRAVIS H S)

✔ HS Semester Exam Exemption RD2 was **successfully completed** and submitted to the district for THS STUDENT on Fri Mar 11, 2022 8:50am by THS STUDENT SAMPLE 9.

[Go back to review completed steps](#)

[Mark HS Semester Exam Exemption RD2 as not completed and make changes](#)



9. If you have signed out and need to make changes, click Online Forms and View next to HS Semester Exam Exemption RD2.

Home

Online Forms

Calendar

Gradebook

Attendance

Student Info

Food Service

Schedule

Test Scores

WILLIAM B TRAVIS H S

THS STUDENT

Student Assessment Results	Open	Fill Out Form
Student Password Info : 6 - 12	Open	Fill Out Form
OLAB External Provider 2022(s)	Open	Fill Out Form
Office 365	Open	Fill Out Form
HS Semester Exam Exemption RD2		View
Completed, 03/11/2022 8:52am		



10. Click the Mark as not completed and make changes hyperlink.

HS Semester Exam Exemption RD2

THS STUDENT (WILLIAM B TRAVIS H S)

Print | [Mark as not completed and make changes](#)



11. Click the HS Semester Exam Exemption hyperlink.



1. HS Semester Exam Exemption
✔ Completed 03/11/2022 8:49am

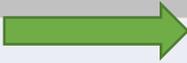
2. Complete HS Semester Exam Exemption RD2

Previous Step Next Step

Close and Finish Later

12. Click the Edit Step 1 hyperlink.

	Period Number	Class	Teacher (Last Name)
Exemption Request #1	01 ▾	English ▾	Teacher A
Exemption Request #2	02 ▾	Math ▾	Teacher B
Exemption Request #3	03 ▾	Science ▾	Teacher C

←  Edit Step 1

13. Make the changes in the Exemption Request boxes and click the Complete Step 1 and move to Step 2 hyperlink.

	Period Number	Class	Teacher (Last Name)
Exemption Request #1	01 ▾	English ▾	Teacher A
Exemption Request #2	02 ▾	Math ▾	Teacher B
Exemption Request #3	03 ▾	Social Studies ▾	Teacher D

←  Complete Step 1 and move to Step 2

14. Click the Submit HS Semester Exam Exemption RD2 hyperlink.

HS Semester Exam Exemption RD2

THS STUDENT (WILLIAM B TRAVIS H S) Print

Step 2. Complete HS Semester Exam Exemption RD2 (Required)
By completing HS Semester Exam Exemption RD2, you are confirming that the Steps below have been finished. Are you sure you want to complete HS Semester Exam Exemption RD2 for THS STUDENT?

Review HS Semester Exam Exemption RD2 Steps
Step 1) HS Semester Exam Exemption Completed 03/11/2022 8:52am

Student Name: THS STUDENT SAMPLE 9 Student Address:

 [Submit HS Semester Exam Exemption RD2](#)

1. HS Semester Exam Exemption
✓ Completed 03/11/2022 8:52am

2. Complete HS Semester Exam Exemption RD2

[Previous Step](#) [Next Step](#)

[Close and Finish Later](#)

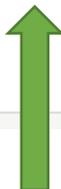
15. You will receive a message stating the request was successfully completed with an updated date and time stamp.

THS STUDENT (WILLIAM B TRAVIS H S)

✓ HS Semester Exam Exemption RD2 was **successfully completed** and submitted to the district for THS STUDENT on Fri Mar 11, 2022 8:52am by THS STUDENT SAMPLE 9.

[Go back to review completed steps](#)

[Mark HS Semester Exam Exemption RD2 as not completed and make changes](#)



16. If you are denied exam exemptions, there will be a reason entered that you can view. See the example below.



Discipline: No removals to DAEP/JJAEP during the current school year.

Fee/Fine: No outstanding fines or fees.

Floral design fee \$25

17. Final note: You will know you are exempt from a final once the teachers enter a EXP in the SE2 column of your Skyward grade book.