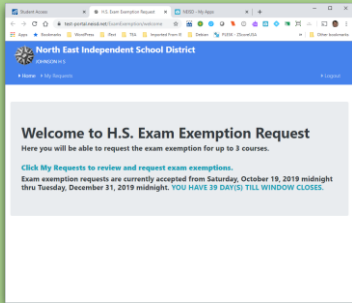


Exam Exemption Application Process

Sign into your Skyward Student Access account and select “Exam Exemptions” from the globe menu.



The application home page will tell you how many days till the application process begins and closes.

When the application window is open click on “My Requests” to make your selections.

Making selections is easy. Eligible classes will have a checkbox on the far left. Click the checkboxes to select your classes. You may be allowed to enter an appeal for excessive absences. These classes will also have a checkbox. You will need to enter an explanation for appeals.

Ineligible classes will have one or more codes under “Disqualifier” explaining why the class is ineligible. Codes are defined in the legend at the bottom of the page.

Once you have made your selections enter your initials in the box below to confirm your selections then click on [Submit].

After applying for exemptions you can return to this page and check your request status. Green means approved.

Click here to log out of the web app.

The screenshot shows the 'My Exam Exemption Request' page. It features a table with columns for Disqualifier, Period, Course, Grade, Abs, and Tardies. Several rows have checkboxes in the Disqualifier column. At the bottom, there is a 'Digital Signature' field with the initials 'AB' and a green 'Submit' button.

Disqualifier	Period	Course	Grade	Abs	Tardies
	1	BIOLOGY I - H3223C	76	0	1
<input checked="" type="checkbox"/>	2	AI ENG II RES - H1016	92	0	0
<input checked="" type="checkbox"/>	3	GEOMETRY RES - H2421	88	1	0
A	4	ART I - H5511	83	1	0
<input checked="" type="checkbox"/>	5	APPLIED SKILLS2 - H7807	85	0	0
GA	7	MED TERMINOLOGY - H6757	74	1	0
	8	SWIMMING 2 - H7362P8	100	1	0

Click [Submit] to apply for your exemptions. Once submitted they cannot be changed.

Unsure what to choose? Click [cancel]. Come back later before the window closes and make your choices.