



Student Instructions for Semester Exam Exemption Request

CRHS Fall 2022 Exemption Information and Application Instructions

Fall 2022 Semester Exam Exemptions must be submitted using the Exam Exemption Request application tile located in MyKaty Cloud. The Exam Exemption Request Tile will go live for 9th-12th Grade students on Friday, December 2nd. All Semester Exam Exemption Submissions must be submitted by 3:00pm on Friday, December 9th.



Any changes that need to be made to your Semester Exam Exemption Request submission will need to be submitted to your Grade Level AP Secretary by email or an in-person office visit.

Instructions for Entering Your Exam Exemption Requests:

- Student will log into MyKaty Cloud and select the Exam Exemption Request tile, the application will open to the student's prepopulated Student Information page. *Click **NEXT***

Important: If accessing MyKaty from a shared computer, the student must log into the computer first before proceeding to MyKaty.

- **Course List Page:** Only courses that meet the requirements for exempting a course will appear. Students can select 1 or more courses to exempt depending on their current grade level. If a student attempts to select more than the allowable exemption requests, a message "The maximum number of exemptions you can select are X" will appear. *Click **NEXT***

Please note, for Spring Exams, if a student in grades 9th-11th exempt the course in the Fall, this course will be excluded from the student's course list in the Spring.

NOTE: Advanced Placement Exams -students enrolled in an AP course & who sit for the AP exam for that course may elect to exempt the final exam in the Spring semester. This does not count toward the maximum number of exemptions for that student's grade level.

- **Agreement Page:** Students will be required to agree to the terms and conditions listed in order to submit their request. *Click **I AGREE** then **FINISH**.*
- **Submission Confirmation Page:** A Submission Confirmation message will appear. Additionally, an email confirmation will be sent to the student's KISD email address. The parent/guardians will also receive a copy of this email.

Exam Exemption Request Tile Features

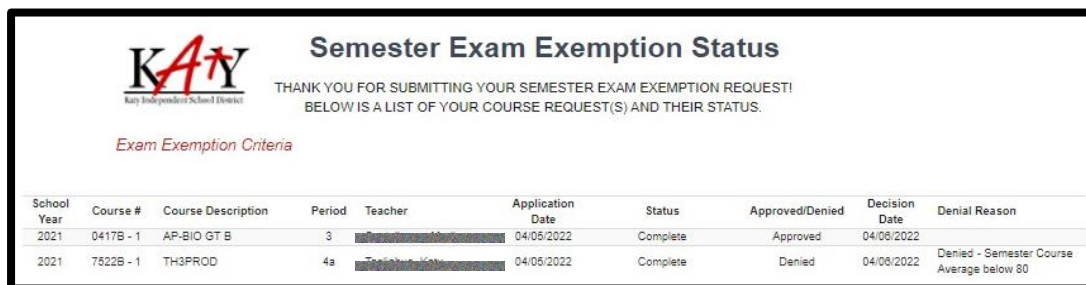
- When the student Submits their application to exempt, the student will receive an email stating you have successfully submitted your request. This is NOT an automatic approval to exempt. You must be clear of all fines/fees and meet the grade requirements.
- Students and Parents/Guardians will receive email notification in regard to the status of their request. Email notifications will be sent for the following reasons: Fines, fees or holds, if a request is revoked due to discipline, teacher approval/denial, and when fines, fees or holds have been cleared. *(see back for further information)*
- Students will be able to check the status of their submitted request using the Exam Exemption Request tile in MyKaty Cloud.

FAQ's – SEER Application Student Module

Q Can a student submit more than one time per semester?

A No. The application limits students to one submission per semester

- If a student submitted a request for the active semester, the screen would display a status log.



| School Year | Course # | Course Description | Period | Teacher | Application Date | Status | Approved/Denied | Decision Date | Denial Reason |
|-------------|-----------|--------------------|--------|------------|------------------|----------|-----------------|---------------|---|
| 2021 | 0417B - 1 | AP-BIO GT B | 3 | [REDACTED] | 04/05/2022 | Complete | Approved | 04/06/2022 | |
| 2021 | 7522B - 1 | TH3PROD | 4a | [REDACTED] | 04/05/2022 | Complete | Denied | 04/06/2022 | Denied - Semester Course Average below 80 |

Q What happens if a student made a mistake or did not qualify to exempt a requested course?

A Any changes that need to be made will need to be submitted to the students grade level AP Secretary by email or in person.

Q Who all receives email notifications?

A Email notifications generated through the application will go to all the following (if applicable):

- The student's KISD email address
- Parent/Guardian Priority 1
- Parent/Guardian Priority 2

Q When will a student/parent receive an email?

A The student and parent(s) will receive an email each time one of the following prompts occur.

- When student **"Submits"** Application the following email will be sent.
 - Your request has been. **Please remember this is not an automatic approval to exempt.** You must be clear of all fines and fees and meet the grade requirements to exempt. If you have any type of hold you will receive an email notification.
- When a request is **submitted** by an admin the following email will be sent.
 - A semester exemption request for the course(s) listed below has been submitted on your behalf. Please remember this is not an automatic approval to exempt. You must be clear of all fines and fees and meet the grade requirements to exempt. If you have any type of hold you will receive an email notification.
- When Admin Status is changed to **Hold** the following email will be sent.
 - You currently have a hold for **(reason will appear here)**. You must clear this hold to qualify for exemptions. Once your hold is clear you will receive a confirmation email.
- When Admin Status is changed to **Cleared** the following email will be sent.
 - Your hold(s) has been cleared. Please contact your teacher to verify you meet the grade requirements to exempt.
- When Admin Status is changed to **Revoked** the following email will be sent.
 - Your exemption request for the below course(s) has been revoked. Please see your grade level office if you have any questions
Reason: (reason will appear here)
- When an Admin Status is changed to **Does Not Qualify** the following email will be sent.
 - You do not meet the general requirements to exempt semester exams. Please see your grade level office if you have questions.
- When Teacher Status is changed to **Approved** the following email will be sent.
 - Congratulations! You have been approved to exempt **(course will appear here)** based on your semester average.
- When Teacher Status is changed to **Denied** the following email will be sent.
 - You do not meet the semester grade requirement to exempt 0253B - ALG 2 KAP B (course will appear here). To choose another class for exemption, please see your grade level office.
Reason for denial: Semester Course Average below 80 or Attendance or Other – See Grade Level Office
- When Teacher Status is changed to **Cancelled** the following email will be sent.
 - Your request to exempt **(course will appear here)** has been cancelled. To choose another class for exemption, please see your grade level office.