



Magnolia West High School Final Exemption Information - Spring 2026

From Student Handbook:

- All students may earn exemptions for final examinations at the close of the spring semester..
- Components of student exemptions will include attendance, discipline, academics, and outstanding fees or fines. Contact campus administration for exact specifications.
- Exemptions do not entitle students to be absent the day of the assigned final. Students must be present to claim their exemption or they will be marked absent.
- Any appeals regarding final exemptions should be directed to campus administration.

Exemption Cards:

- **Campus Administration** will verify attendance, discipline, and outstanding fees prior to issuing exemption cards to students.
- Attendance reports will be run after school on the Friday prior to the exemption process.
- Attendance totals will be written on the student exemption card for each period.
- **Teachers will verify the student's grade eligibility** for an exemption (spring semester avg of an 80+; Dual Credit classes are excluded from the Exemption Policy), and enter the numerical grade on the exemption card for the appropriate class period.
- **Teachers will verify student attendance** from the start of the exemption process through the date the exemption card is signed.
- Exemption cards must be submitted by the student to Ms. Dolen/Garay by the posted deadline.
- Teachers will receive via email from Ms. Dolen/Garay the list of all students who are exempt.
- Any changes to a student's exemption status after submitting an exemption card must be verified through the Campus Administration.

Important Dates:

- Senior Exemption Card Pick Up begins Wednesday, May 6, 2026.
- Senior Exemption Cards must be returned to Ms. Dolen by 3:00 PM on Friday, May 8, 2026.
- Underclass Exemption Card Pick Up begins Thursday, May 14, 2026.
- Underclass Exemption Cards must be returned to Ms. Dolen or Ms Garay by 3:00 PM on Monday, May 18, 2026.

On Testing Days:

- **Seniors Only** - Exempt students will need to be present at the time of each exam to claim their exemption. If students are exempt from all exams on a given day, they will be allowed to leave campus once they sign for their exemptions.
- **Seniors Only** - Teachers take attendance as normal. Exemption attendance will be handled by the Attendance Office.
- **9th-11th Grade**- All other students on campus will report to and remain in their assigned classes for the entire testing period. Please bring a book to read if you are exempt.
- Teachers will take attendance, and any students who are not present will be marked absent.