

AP and IB Exam Absence Clearance Request form

Process for excusing absences around AP/IB exams to ensure smooth attendance and minimize disruptions and wait times.

Attendance expectations during AP/IB exams:

- Students are excused from their classes only during the times of their exams, and for the afternoon exams, they will be released from class at 11:50am to have lunch prior to the afternoon exam.
- Students are not excused from classes before or after exams; they are expected to be in class outside of their exam times.
- In some cases, families find it is necessary for the student to miss their morning classes (arrive late to school) and then attend their afternoon exam or to attend the morning exam and be dismissed early from school.

Protocol for reporting late arrivals/early dismissals for AP/IB exams:

- Due to the high demand for these requests during AP/IB exam season, instead of requiring the parent/guardian to call school each day, we kindly ask families complete this form in advance and submit it to attendance. In accordance with ed code, the student's absence outside of exam times will be marked as 'unexcused' and listed as personal reasons (if form is completed).
- **Students must check in with attendance when arriving late or check out with attendance when leaving early.** Otherwise, their absence from classes outside of exam times will be marked as truant.
- Please complete this form and submit it to attendance at least 24 hours before your planned absence.

Student last name: _____ First name: _____ 9-digit ID#: _____

Please select one: ☐ Student driver ☐ Parent pick-up

Parent/guardian signature: _____ Date: _____

Circle the exam(s) the student is taking below. Place an X in the box for the date you are clearing their absence as 'unexcused' prior to or after the exam. Students are 'excused' from class for the time of their exam only.

DATE	MORNING EXAM	Mark (X) to request early dismissal after morning exam	AFTERNOON EXAM	Mark (X) to request late arrival to afternoon exam
Tuesday April 29			IB Physics HL Paper 1 IB Sports Science Paper 1&3	
Wednesday April 30	IB Physics HL Paper 2 IB Sports Science SL Paper 2			
Friday May 2			IB Environmental SL Paper 1	
Monday May 5	AP Biology IB Environmental SL Paper 2		IB History HL Paper 1&2	
Tuesday May 6	AP Chemistry AP Human Geography IB History HL Paper 3		AP Govt. IB German B SL Paper 1&2	
Wednesday May 7	AP English Lit. IB German SL Paper 2		IB Psychology HL/SL Paper 1	
Thursday May 8	IB Psychology HL Paper 2&3 IB Psychology SL Paper 2		AP World History IB English HL Paper 1	
Friday May 9	AP US History IB English HL Paper 2			
Monday May 12	AP Calc AB AP Calc BC			
Tuesday May 13	AP Pre-Calculus		IB Economics SL Paper 2	
Wednesday May 14	AP English Lang and Comp IB Economics SL Paper 1		AP Physics C: Mechanics IB Spanish B HL/SL Paper 1/2	
Thursday May 15	AP Spanish Lang. IB Spanish B HL/SL Paper 2		AP Computer Science Princ. AP Physics C: Elec & Mag IB Statistics Paper 1 IB Calculus Paper 1	
Friday May 16	AP Physics 1 IB Statistics Paper 2 IB Calculus Paper 2		AP Psychology	
Tuesday May 20			IB French B SL Paper 1&2	
Wednesday May 21	IB French B SL Paper 2			