

Directions

Step	Information	Location	Due Date
Step 1	Pick up Exemption Form from Mr. Tucker	Pick Up During All Lunches	starting May 12th
Step 2	Complete the following sections: 1. Name 2. Grade 3. Student ID # 4. Course Title	Turn into appropriate box in <u>Office 401</u>	by May 15th at 3:00pm No Exception to Deadline
Step 3	Mr. Tucker will check for: 1. Attendance 2. Fees/Fines 3. Discipline (DAEP/JJAEP)	Mr. Tucker Returns Forms to Students during all lunches.	starting May 21st
Step 4	Teachers Check Grades and Re-Check attendance & tardies S2 Grade at least an 80 No more than 4 absences (E, U, and W) 3 tardies = 1 absence (T and L)	Turn into appropriate box in <u>Office 401</u> (Note: You have until May 28th to pay off all fines/fees and correct any attendance issues)	by May 28th at 3:00pm No Exception to Deadline e-mail: brian.tucker@fortbendisd.com fax: 281-634-2674
Step 5	Mr. Tucker will check for: 1. State Testing Requirements	Mr. Tucker Returns Forms to Students during all lunches.	starting May 31st
Step 6	Student shows teachers completed and stamped form to ensure exempt status.		day of final