

# Student

## Student Information Page

Start Screen



The student will access the application in **MyKaty** by selecting the SEER tile . Once the student logs into **MyKaty** and selects the SEER tile, the application will open to the student's prepopulated **Student Information** page. **All fields on this screen are read only.** Please note that if using a shared computer, the user will be required to log into the computer with their KISD log in credentials.

**The application will not allow a student to submit a request if the student does not meet any of the *general requirements* listed below.**

- Student did not receive a U in conduct in one or more classes in the current semester.
- Student did not receive an In-School Suspension, Out of School Suspension and/or DAEP Placement consequence in the current semester.



Thank you for your interest in exempting semester exams!

You do not meet the General Requirements for semester exemptions. Please see your grade level office if you have any questions.

If the student meets the **general criteria**, the student may proceed. The student will follow the instructions on each screen to maneuver through the application. Once the student is satisfied with their selection(s), they will submit by selecting **FINISH** on the Agreement page

# Sample of Student Information Page

KISD Semester Exam Exemption Request Hello,



### Semester Exam Exemption Request

SEMESTER EXAM EXEMPTIONS WILL BE OFFERED DURING FALL & SPRING SEMESTERS FOR THE CURRENT SCHOOL YEAR. ONLY ELIGIBLE COURSES MAY BE SELECTED. FINAL DECISIONS WILL BE MADE AFTER VERIFYING THE STUDENT HAS MET CAMPUS SPECIFIC REQUIREMENTS RELATED TO EXEMPTION SUBMISSION DEADLINES AND VERIFICATION PROCEDURES FOR SECURING THEIR EXEMPTIONS. AFTER SUBMITTING YOUR APPLICATION, YOU WILL RECEIVE EMAIL CONFIRMATION. IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION, CONTACT YOUR GRADE LEVEL OFFICE.

*Exam Exemption Criteria*

STUDENT INFORMATION	COURSE LIST	AGREEMENT
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Your KISD ID

Your Middle Name

Your Date Of Birth

Your Campus

Your Grade

Your First Name

Your Last Name

Your AP

Your KISD Email

**NEXT**

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

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## Course List Page

On **Next**, the student will be taken to their **Course List** page.

The application will prevent a student from selecting a specific course if they do not meet the following requirements within that specific course:

- Earned a S or higher conduct grade within the course
- Student did not exceed more than (8) absences within the course.
  1. **Please note:** Students who fall below the 90% attendance rule (more than 8 absences) will be required to sit for a final exam as part of their Attendance for Credit Plan. (College visits are included in the 8 absences)
  2. **Please note:** The following absence codes do NOT count toward the 8 allowable excused & unexcused absences:
    - i. P: Present but not in class
    - ii. S: School-sponsored curricular and extra-curricular activity that is not UIL related
    - iii. V: UIL and other competitive activity

Students may 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 is X"** will appear.

**Students are eligible for the following number of final exam exemptions:**

1. Ninth Grade: (1) Final Exam Exemption
2. Tenth Grade: (2) Final Exam Exemptions
3. Eleventh Grade: (3) Final Exam Exemptions
4. Seniors: May exempt ALL final exams, if eligible, during the fall and spring semester.
5. If you have met the maximum number of exemption requests and would like to request additional exemptions for AP courses that you are taking/have taken the AP exam for this year, please notify your specific AP teachers for each of those courses.

The maximum number of exemptions you can select is 3.



*Please note, for Spring Exams, if a student in grades 9, 10, or 11 took the A course exam in the fall, this course may not be selected.*

## Samples of Course List Page

*Exam Exemption Criteria*

STUDENT INFORMATION
COURSE LIST
AGREEMENT

**Only courses meeting the general requirements listed below may be selected.**

1. Student did NOT receive a U in conduct in one or more classes
2. Student did NOT receive an In-School Suspension, Out of School Suspension, and/or DAEP Placement consequence.
3. Student earned a S or higher conduct grade within the course
4. Student did not exceed more than (8) absences within the course.
  1. Please note: Students who fall below the 90% attendance rule (more than 8 absences) will be required to sit for a final exam as part of their Attendance for Credit Plan. (College visits are included in the 8 absences)
  2. Please note: The following absence codes do NOT count toward the 8 allowable excused & unexcused absences:
    - i. P: Present but not in class
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3. Eleventh Grade: (3) Final Exam Exemptions
4. Seniors: May exempt ALL final exams, if eligible, during the fall and spring semester.
5. If you have met the maximum number of exemption requests and would like to request additional exemptions for AP courses that you are taking/have taken the AP exam for this year, please notify your specific AP teachers for each of those courses.

Period	Course	Description	Teacher	Notes
<input type="checkbox"/>	1	0240A	ALG REASONING A	
<input type="checkbox"/>	2	0311A	US HIST A	
	3	0102KA	ENG 2A	Not a District Approved Course for Exemptions
<input type="checkbox"/>	4a	8237A	FLORAL DES A	
<input type="checkbox"/>	4s	5103A	FOOTBALL (SUBATH3)	
	6b	0103A	ENG 3A	Ineligible: N(s) in Conduct
<input type="checkbox"/>	7	0440A	AQUA SCI A	

PREVIOUS
NEXT

Period	Course	Description	Teacher	Notes
1	7511A	ART 1A	Gregg, Joshua	Ineligible: Exceeded 8 Absences
2	0261A	ALG 2A	Smith, Sergio	Ineligible: Exceeded 8 Absences
3	6320A	SPAN 2 A	Segura, Emilio	Ineligible: Exceeded 8 Absences
<input type="checkbox"/> 4a	0404A	IPC A	Smith, Joseph	
<input type="checkbox"/> 5b	0311A	US HIST A	Smith, David	
6b	0103A	ENG 3A	Salinas, Paul	Ineligible: Exceeded 8 Absences
7	0440A	AQUA SCI A	Wong, Thomas	Ineligible: Exceeded 8 Absences

PREVIOUS NEXT

### Confirm Selections



You are eligible to exempt 3 semester exams, but have only chosen 2 course(s).  
Would you like to continue without selecting any more courses?

NO, CHOOSE MORE COURSES

YES, CONTINUE TO AGREEMENT



SPECIFIC REQUIREMENTS RELATED TO EXEMPTION SUBMISSION DEADLINES AND VERIFICATION PROCEDURES FOR SECURING THEIR EXEMPTIONS. AFTER SUBMITTING YOUR APPLICATION, YOU WILL RECEIVE EMAIL CONFIRMATION. IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION, CONTACT YOUR GRADE LEVEL OFFICE.

#### Exam Exemption Criteria

##### STUDENT INFORMATION

##### AGREEMENT

If a student does not choose the maximum allowed, the following message will appear.

#### Only courses meeting the general requirements list:

1. Student did NOT receive a U in conduct in one or more classes
2. Student did NOT receive an In-School Suspension, Out of School Suspension, and/or DAEP Placement consequence.
3. Student earned a S or higher conduct grade within the course
4. Student did not exceed more than (8) absences within the course.
  1. **Please note:** Students who fall below the 90% attendance rule (more than 8 absences) will be required to sit for a final exam as part of their Attendance for Credit Plan. (College visits are included in the 8 absences)
  2. **Please note:** The following absence codes do NOT count toward the 8 allowable excused & unexcused absences:
    - i. P: Present but not in class
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#### Students are eligible for the following number of final exam exemptions:

1. Ninth Grade: (1) Final Exam Exemption
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3. Eleventh Grade: (3) Final Exam Exemptions
4. Seniors: May exempt ALL final exams, if eligible, during the fall and spring semester.
5. If you have met the maximum number of exemption requests and would like to request additional exemptions for AP courses that you are taking/have taken the AP exam for this year, please notify your specific AP teachers for each of those courses.

Period	Course	Description	Teacher	Notes
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## Agreement Page

On **Next** the student will be directed to the **Agreement** page where the student will be required to agree to the terms and conditions listed to submit their request (Finish).

### Sample of Agreement Page

## Semester Exam Exemption Request



SEMESTER EXAM EXEMPTIONS WILL BE OFFERED DURING FALL & SPRING SEMESTERS FOR THE CURRENT SCHOOL YEAR. ONLY ELIGIBLE COURSES MAY BE SELECTED. **FINAL DECISIONS WILL BE MADE AFTER VERIFYING THE STUDENT HAS MET CAMPUS SPECIFIC REQUIREMENTS RELATED TO EXEMPTION SUBMISSION DEADLINES AND VERIFICATION PROCEDURES FOR SECURING THEIR EXEMPTIONS.** AFTER SUBMITTING YOUR APPLICATION, YOU WILL RECEIVE EMAIL CONFIRMATION. IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION, CONTACT YOUR GRADE LEVEL OFFICE.

*Exam Exemption Criteria*

STUDENT INFORMATIONCOURSE LISTAGREEMENT

**Submission does not guarantee approval.** Requests will be reviewed, and an email notification will be sent to the student and parent email address on file.

**Students may earn a specific course exemption by meeting the following requirements within that specific course:**

- Earned a semester course average of 80-100
- Earned a S or higher conduct grade within the course
- Student does not owe any course fees or fines
- Student meets campus specific requirements related to exemption submission deadlines and verification procedures for securing their exemptions.
- Student did not exceed more than (8) absences within the course.

1. **Please note:** Students who fall below the 90% attendance rule (more than 8 absences) will be required to sit for a final exam as part of their Attendance for Credit Plan. (College visits are included in the 8 absences)
2. **Please note:** The following absence codes do NOT count toward the 8 allowable excused & unexcused absences:
  - i. P: Present but not in class
  - ii. S: School-sponsored curricular and extra-curricular activity that is not UIL related
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**Students are eligible for the following number of final exam exemptions:**

- Ninth Grade: (1) Final Exam Exemption
- Tenth Grade: (2) Final Exam Exemptions
- Eleventh Grade: (3) Final Exam Exemptions
- Seniors: May exempt ALL final exams, if eligible, during the fall and spring semester.

**Final Exam Exemption Clarifications:**

Except for seniors, students may not exempt the same course final for both the fall and spring semesters.

**Advanced Placement (AP) Exams:**

Students enrolled in an AP course and successfully sit for the AP exam for that course may elect to exempt the final exam in the Spring semester.

The final exam exemption in which the student successfully takes the AP exam does not count toward the maximum number of exemptions for that student's grade level

I Agree

PREVIOUSFINISH

## Submission Confirmation Page

On **Finish**, a **Submission Confirmation** message will appear. Additionally, an email confirmation will be sent to the student KISD email address. The parents/guardians on file will receive a copy of this email to their email address on file.

## Sample of Email Submission Confirmation and Email



### Submission Confirmation

THANK YOU FOR SUBMITTING YOUR SEMESTER EXAM EXEMPTION REQUEST!

#### Exam Exemption Criteria

- Your exemption request is pending approval
- To make changes to your request, contact your Grade Level Office
- An email will be sent to the student KISD and personal email address
- This request may not be edited by the applicant after initial submission. You will need to contact the campus to edit the application.
- You may return to this application to view your application status

#### Semester Exam Exemption Request Submission



Semester Exam Exemption Request <no-reply@katyisd.org>  
To [redacted]

Reply Reply All Forward [Share icon] [More icon]

Thu 11/17/2022 11:09 AM

Your request has been submitted. **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.

#### Course

0365 - PSYCH KAP  
0431A - PHYSICS A  
7713A - DANCE 3 (DT)

# Email Notifications

The student and parent(s)/guardian(s) of will receive an email each time one of the following occurs.

- ☒ When student “**Submits**” their application the following email will be sent.

Your request has been submitted. **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.

**Course**

0311A - US HIST A

0404A - IPC A

- ☒ 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.

**Course**

0421A - CHEM A

8602A - ENGIN DES PRES A

- ☒ When Admin Status is changed to **Hold** the following email will be sent.

You currently have a hold for (**Reason will show 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:** Discipline

**Course**

0101IA - ENG 1A

- 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 any questions.

- When Teacher Status is changed to **Approved** the following email will be sent.

Congratulations! You have been approved to exempt 0103A - ENG 3A.

- When Teacher Status is changed to **Denied** the following email will be sent.

Your exemption request for 0103A - ENG 3A has been denied. 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 7511A - ART 1A has been canceled. To choose another class for exemption, please see your grade level office.

# FAQ's

**Q How is attendance calculated?**

- A Attendance is calculated on the State (Course) ID. Therefore, if a student has a schedule change, the attendance will follow the student.
- A For multi-period courses (EX., Welding, MCTC courses, Etc.), attendance will be calculated on the start period only.

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

- A No. The application limits students to one submission per semester
- A If a student submitted a request for the active semester, the screen would display a status log. Encourage students to frequently check their status by logging back into the SEER Application from **MyKaty**.

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

- A In the event the student requested to exempt a course that was denied by the teacher, or changed their mind (cancelled by teacher), etc., at the Grade Level Office's discretion, the admin can submit a record on the student's behalf.

**Q Help! A student is having technical difficulties and cannot submit.**

- A The Grade Level Office can submit a request on behalf of the student.

**Q How are students notified of their status?**

- A Students can check their request status at any time by logging back into the application. Additionally, an email notification will be sent every time a status is updated.

**KATY**  
Katy Independent School District

## Semester Exam Exemption Status

THANK YOU FOR SUBMITTING YOUR SEMESTER EXAM EXEMPTION REQUEST!  
BELOW IS A LIST OF YOUR COURSE REQUEST(S) AND THEIR STATUS.

*Exam Exemption Criteria*

School Year	Course #	Course Description	Period	Teacher	Application Date	Status	Approved/Denied	Decision Date	Denial Reason
2023	0311A - 4	US HIST A	1		10/18/2022	Complete	Approved	11/17/2022	
2023	0351 - 4	SOCIOLOGY	2		10/18/2022	Complete	Cancelled	11/17/2022	
2023	0103A - 40	ENG 3A	4b		10/18/2022	Pending			

**Q Who will receive the status 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 What if a teacher is out and an Admin or another teacher needs to process their records during their short term absence?**

- A At the discretion of campus admin, this person will need to be *temporarily* added to the course on the Master Schedule to the **Secondary Staff** field.