CAHSEE EXEMPTION PROCESS

When a student is Exempt from CAHSEE, use the following codes:

Use the **Met: Exempt** option under the Assessment Tab, Test Score Detail. This will display as a "Met" on the transcript. It is important to note that **previous scores should NOT be overwritten**. Please note a SCORE must still be entered in order to report the latest/highest result. Therefore, to distinguish between a true pass score (350) and a proxy score, the score of 999 will be entered. **(See complete directions on Page 2 of this document).**	**CAHSEE ELA** Date: 05/26/2015 Scale Score: 999 Req Met-Approval ☑ Proficiency Level ▼ Result: Met:Exempt(-2.000) ▼ P:Passed(350.000) N:Not Passed(0.000) Met:Exempt(-2.000) Met:Waiver by Board(-1.000)
Use the Enrollment End Status of 108: Graduated CAHSEE Exempt	End Status E155: Year End Grade Level Exit E150: MidYear Grade Level Exit 440: Enrollment End (not CALPADS reported) T160: Regular, non-discip transfer to public CA School 100: Graduated, HS Diploma 104: Completed grad req, failed CAHSEE 106: Graduated, CAHSEE mods & waiver 108: Graduated, CAHSEE Exempt 120: Special Ed Certificate of Completion 250: Adult Ed High School Diploma
Use a Graduation (Year End Status) of 110: Standard HS Diploma	Graduation (Year End Status): Diploma Period: 110: Standard HS diploma 120: Adv or honors diploma Date First Entered the 9th Grade: 240: Graduated through an independer 230: Graduated with regular proficiency
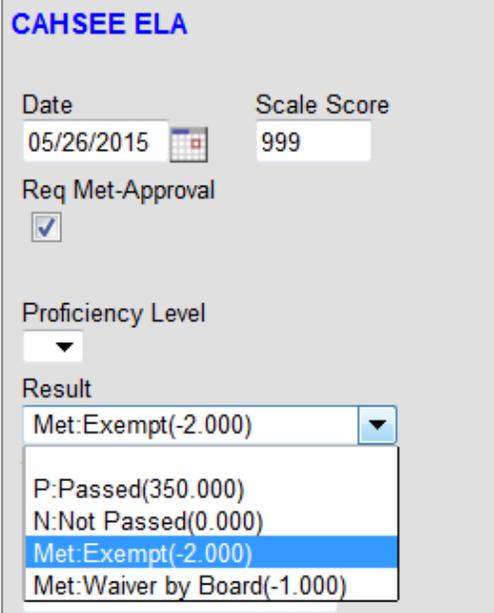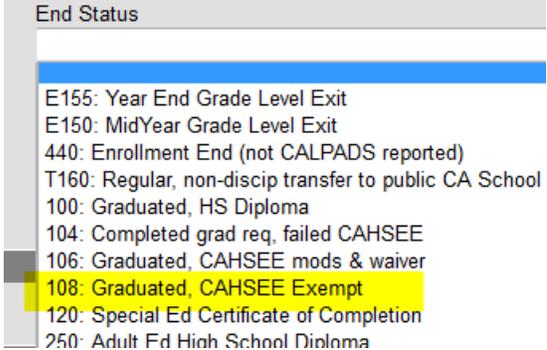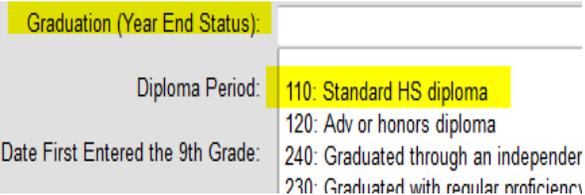
Adding a CAHSEE Exempt or Waiver to a student's Assessment record in order to show on the student's transcript in Infinite Campus.

NOTE: Student must have met the Exemption criteria and Waivers must have been approved by the Board of Education.

Instructions	Screenshots
1. Find the student record. 2. Go to the "**Assessment**" tab 3. Click on **New** ***DO NOT** overwrite a previous score 4. Choose Parent test: "**CAHSEE ELA**" and/or "**CAHSEE Math**" from "Test – then update test/strand score" pull-down list.	Transcript 3 Credit Summary **Assessment** Behavior Transportation ⊕ New 🖶 Print ⬆ Documents Test - Choose the parent test then update test/strand scores ▼ CAHSEE ELA () ← 4 CAHSEE Math () PET ()

5. "**Date**" must be entry/current date in order for transcript to display most recent score.
6. "**Scale Score**" enter **999**
**Transcript will only print highest, most recent score.
7. Check "**Req Met-Approval**" box.
8. Select option from the "**Results**" pull-down menu
   a. For Exempt select "Met: Exempt"
   b. For Waiver select "Met: Waiver by Board"
9. Click on the "Save" button.
	Transcript Credit 9 mary **Assessment** Behavior Transportation Fees
	
	⊕ New 💾 Save ⊗ Delete 🖶 Print ⬆ Documents
	
	Test Score Detail
	
	CAHSEE ELA
	   5
	Date Scale Score 6
	▢📅
	
	Req Met-Approval
	☐ 7
	
	Proficiency Level
	▼
	
	Result
	▼
	
	P:Passed(350.000)
	N:Not Passed(0.000)
	Met:Exempt(-2.000) ← 8
	Met:Waiver by Board(-1.000)
	
	Modifications

Please contact the Assessment, Research and Evaluation Department with any questions 643-9420.