



**OLENTANGY ORANGE HIGH SCHOOL**

**LATE ARRIVAL / EARLY RELEASE REQUEST FORM**

To participate in our late arrival / early release program, students must have a study hall 1<sup>st</sup> or 12<sup>th</sup> period (schedule adjustments will not be made). To maintain this **PRIVILEGE** a student **MUST**:

- 1. Have no major or excessive violations of the Student Code of Conduct.
- 2. Have no excessive tardiness and maintain a 95% attendance rate.
- 3. Pass ALL portions of the OGT Test. (11<sup>th</sup> and 12<sup>th</sup> grade students)
- 4. Maintain at least a quarterly GPA of 2.00 or higher, AND/OR demonstrated improvement from the previous semester.
- 5. Have a signed late arrival / early release form on file in the Attendance Office.

**\*\* Final Determination of Eligibility Remains with Building Principal, as other relevant factors may need to be considered on a case by case basis.**

Students must follow these regulations:

- 1. Arrive no sooner than 10 minutes prior to their first class.
- 2. Arriving to school after the end of 2<sup>nd</sup> period will result in the student being marked a half-day absent.
- 3. Must vacate the school building immediately following 11<sup>th</sup> period.
- 4. May not loiter in any area inside the school or on school property including any other school properties.
- 5. If returning for a school sponsored activity, students on early release may return after 2:45 p.m. Sitting in cars is prohibited.
- 6. Students are responsible for their own transportation. Make arrangements ahead of time for pick up. If driving, you must have vehicle registered in the main office.
- 7. Late arrival / early release must be signed by the student and the parent. No exceptions for 18-year-olds.

**CONSENT FORM**

We have read the regulations criteria for late arrival / early release, and understand them. I am requesting that my student have their schedule amended to facilitate either late arrival / early release. We understand that we assume sole responsibility for the health and safety of the student during released time.

PRINT STUDENT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE SELECT (ALL THAT APPLY):  
 FIRST SEMESTER: \_\_\_\_\_ LATE ARRIVAL \_\_\_\_\_ EARLY RELEASE  
 SECOND SEMESTER: \_\_\_\_\_ LATE ARRIVAL \_\_\_\_\_ EARLY RELEASE

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Parent's Daytime Phone Number

**RETURN TO THE ATTENDANCE OFFICE**

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**FOR OFFICE USE ONLY:**

\_\_\_\_\_  
 MEETS CRITERIA

\_\_\_\_\_  
 DOES NOT MEET CRITERIA