



DATE RECEIVED \_\_\_\_\_

**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. Maintain at least a quarterly GPA of 2.00 or higher, AND/OR demonstrated improvement from the previous semester.
- 4. 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 last scheduled class.
- 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 as Olentangy Orange HS does not provide any transportation for late arrival / early dismissal schedules. Students must make arrangement ahead of time for pick up. If self-driving, student must purchase a parking pass and 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

**TRANSPORTATION:**

- Student is self-driving to/from school, provide parking pass number: \_\_\_\_\_
- Student will be dropped off (for late arrival) and/or picked up (for early release), provide name and relationship of the driver. If driver is another student, that student must also have a late arrival / early release form on file.

Driver Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

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

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

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

**RETURN TO THE ATTENDANCE OFFICE**

**FOR OFFICE USE ONLY:**

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

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