



**LATE ARRIVAL / EARLY RELEASE REQUEST FORM**  
**FOR 2024-2025 SCHOOL YEAR**

**STUDENT NAME:** \_\_\_\_\_ **GRADE (FOR 2024-2025):** \_\_\_\_\_

**PERIOD(S) REQUESTING TO BE OUT OF THE BUILDING:** \_\_\_\_\_

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 or excessive absences.
3. 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. Must vacate the school building immediately following last class.
3. May not loiter in any area inside the school or on school property including any other school properties. If returning from a school sponsored activity, students on late arrival / early release may return after 3:00 p.m. Sitting in cars is prohibited.
4. Responsible for their own transportation. Make arrangements ahead of time for pick up. If driving, you must have vehicle registered in the main office.
5. 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.

**Please sign here to authorize for BOTH 1<sup>st</sup> and 2<sup>nd</sup> Semester:**

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

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

**Please sign here to authorize for ONLY ONE Semester - please circle 1<sup>st</sup> sem or 2<sup>nd</sup> sem:**

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

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

**RETURN TO YOUR COUNSELOR DURING YOUR SCHEDULING APPOINTMENT**