

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Counselor: \_\_\_\_\_

**Cypress Lakes High School  
Late Arrival/ Early Release Application**

**COMPLETED APPLICATIONS WITH PARENT LETTER DUE: FRIDAY, SEPTEMBER 1, 2023**

**Seniors may qualify for Late Arrival and/or Early Release with the following requirements:**

1. Has a minimum of 22 credits for FHSP+ Endorsement Graduation Plan or 18 credits for FHSP Only Graduation Plan (must have Opt Out form on file).
2. Has passed all 5 STAAR/EOC Exams
3. Meets 2 of the following conditions with supporting documentation

Conditions for Late Arrival/ Early Release	Documentation Required for Submission
<input type="checkbox"/> <b>Request for Late Arrival/ Early Release (required)</b>	<input type="checkbox"/> <b>Letter from parent/guardian (required)</b>
<input type="checkbox"/> Enrolled in a college course on a college campus	<input type="checkbox"/> Proof of enrollment in college course
<input type="checkbox"/> Has a job	<input type="checkbox"/> Proof of employment (letter on company letterhead or recent paycheck stub)
<input type="checkbox"/> Has critical family needs such as head of household or wage earner	<input type="checkbox"/> Letter from parent/guardian
<input type="checkbox"/> Provides care for an infant/child or an elderly or disabled parent or grandparent	<input type="checkbox"/> Letter from parent/guardian, schedule showing enrollment in parenting education class
<input type="checkbox"/> Has other situations requested in writing by the parent/guardian and approved by the principal	<input type="checkbox"/> Letter from parent/guardian

**Students must meet the following expectations:**

1. Submit letter from parent/guardian explaining the request
2. Late Arrival/ Early Release forms must be signed by the parent and student. No exceptions for 18-year-olds.
3. The student is responsible for their own transportation
4. The student must be enrolled in a minimum of 5 class periods
5. If the student has late arrival, they must arrive to 2<sup>nd</sup> period on time.
6. If the student has early release, the student must vacate the school campus immediately following their last scheduled class period.
7. Remain on track to meet graduation requirements
8. Maintain good attendance
9. Maintain good discipline per the Student Code of Conduct.

**If a student violates any of the criteria above, the privilege will be revoked, and the student will be assigned a class.**

