

Name \_\_\_\_\_  
(Print Last Name, First Name)

**Request for Early Release/Late Arrival Privilege**  
(Valid for 2021-2022 School Year)

**\*Completion of this form does not guarantee a student will be given an Early Release or Late Arrival\***

**Expectations and Understanding for Students Who Receive Early Release/Late Arrival**

The Early Release and Late Arrival are privileges in which the school maintains the discretion to revoke at any time for failure to comply with any of the following expectations. Students must:

1. Comply with all school rules.
2. Understand that schedule changes will not be considered to accommodate Early Release/ Late Arrival.
3. Provide their own transportation to/ from school.
4. Students who are failing courses and/or are in jeopardy of not graduating, will have their early releases and/or late arrivals removed by administration.
5. For Early Release:
  - a. Leave campus at the approved time and return no earlier than 2:20 pm for after-school activities. Students cannot remain in the building.
- For Late Arrival:
  - b. Report to school each day early enough to check-in and arrive to their first scheduled class on time. Failure to do this will result in having this privilege revoked.
6. Demonstrate a minimum of 90% attendance rate in all scheduled classes each quarter.

**Procedure for Requesting Early Release/Late Arrival**

1. Complete this form (including parent signature) and return it to the Guidance office.
2. Requests for Early Release or Late Arrival will be handled in the following manner:
  - a.) Early Requests (by May 1<sup>st</sup>): If your request is received by May 1<sup>st</sup>, your schedule for the following year will be generated over the summer and then reviewed to determine whether or not Early Release / Late Arrival will fit into it. You will not know until the first day of school if you have an Early Release/ Late Arrival. Your form must be signed by a parent/ guardian and returned to the Guidance office by May 1<sup>st</sup> to be considered for this option.
  - b.) During School Year: Once you receive a schedule you can request an Early Release/ Late Arrival only if you have Study Hall(s) scheduled in the beginning or the end of your day. You must meet the academic and attendance criteria listed above and complete this form and return it to the Guidance office. The Early Release/ Late Arrival will not go into effect until you receive the changes on your schedule.

**Early Release/Late Arrival Preference (Please Check One)**

\_\_\_\_\_ If my schedule permits, I would prefer to be considered for an Early Release.

\_\_\_\_\_ If my schedule permits, I would prefer to be considered for a Late Arrival.

I am the parent/guardian of \_\_\_\_\_  
*Print Student's Name* *daytime phone #*

I hereby request that he/she be considered for Early Release and/or Late Arrival. My son/daughter and I are aware that failure to comply with the Expectations and Understandings listed above will result in the revocation of privileges.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Counselor Signature*

\_\_\_\_\_  
*Effective Date*