

REDUCED SCHEDULE REQUEST & APPROVAL FORM

District: _____

School _____

Building/Program: _____

Year: _____

Pupil's Name: _____

Grade: _____

Birthdate: _____

The above named pupil requests a reduction (equal to least 80%, 878.40, of the minimum required hours of instruction or 75%, 823.5, if on a 4-block day schedule) in scheduled classes for the following reason(s):

**R
E
Q
U
E
S
T**

Signature of Pupil

Date

Signature of Parent (if pupil is under 18)

Date

In our professional judgment, the pupil's educational needs would best be served by a reduced schedule. It is agreed that if the pupil fails to perform satisfactorily under a reduced schedule he/she will be required to return to a full schedule.

**A
P
P
R
O
V
A
L**

Permission for the reduced schedule (attach copy of schedule) has been granted for the requested reason(s) in accordance with Department policies as specified in the Pupil Accounting Manual.

Counselor/Authorized Representative's Signature

Date

Title

Principal's Signature

Date



**Ingham Intermediate
School District**
A Regional Educational Service Agency

Reduced Schedule Study Hour

Prerequisite: 11th & 12 grade students only; students must be on track to graduate with regard to total credits earned in order to request a reduced schedule study hour.

The reduced schedule study hour provides students with an opportunity to complete coursework and study for their academic classes.

1. As this is a reduced schedule hour, students are not required to be in the building during the hour they have the reduced schedule. However, students may choose to stay in the building to do their class work if they would like to do so. At the beginning of the semester, the student must decide if he/she is going to be in the building or not during the hour. This decision is for the entire semester, and students cannot come and go on certain days of their choosing.
2. For students who elect to remain in the building during the reduced schedule study hour, prompt and regular attendance will be required for safety and accountability purposes. The WHS attendance policy shall be in place for the reduced schedule study hour (see the WHS Student Handbook for attendance policy).
3. Students who remain in the building during the reduced schedule study hour will be assigned to a classroom and monitored by a WHS staff member. Students are expected to work on coursework and study for their academic classes during the reduced schedule study hour. Students are not to be on their phone, sleep, etc. WHS Student Handbook expectations are in place for the reduced schedule study hour as they would be for any other class.

Student Name: _____

_____ I give my child permission to leave Williamston High School during their Reduced Schedule period. I understand that they are responsible for signing in/out of the main office every day when leaving and returning to the school. I also acknowledge that WHS takes no responsibility for the student's whereabouts or behaviors while the student is out of the building. Williamston Community Schools and all employees are released from all liability for events that may occur as a result of the student leaving the building during their Reduced Schedule hour.

_____ I do not give my student permission to leave Williamston High School during their Reduced Schedule period. I understand that they will be assigned to a classroom and monitored by a WHS staff member.

Parent Signature: _____

Date: _____