

## LATE ARRIVAL / EARLY RELEASE OPTION CONVERSION AUTHORIZATION

Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please print)

For those students whose schedules show “**Option**” at the *beginning or end of the school day*, it is still possible to convert the option to an early release or late arrival with parent authorization.

If you and your parents/guardians choose this option, remember that you will be responsible for your own unscheduled time and are not to be on the premises without specific permission. Please make a responsible decision and conduct yourself accordingly or you may be assigned to Academic Intervention. We want you to benefit from this opportunity to learn to manage your own time while continuing to fulfill academic goals and obligations.

Also, if you fail any course during any nine-week grading period, you will be placed on Academic Intervention for the following nine weeks and will automatically be assigned to the **Teaching and Learning Center (TLC)** in place of an option, where your attendance will be required.

**Schedule changes will not be made in order to produce  
Late Arrivals or Early Release**

My ☐ 11<sup>th</sup>/ ☐ 12<sup>th</sup> grade student has my permission to register for:

(please check #1, #2, or *both* #1 and #2)

1. \_\_\_ Late Arrival (1<sup>st</sup> period or 1<sup>st</sup> and 2<sup>nd</sup> period)
2. \_\_\_ Early Release (8<sup>th</sup> period or 7<sup>th</sup> and 8<sup>th</sup> period)

**PLEASE PRINT NAME OF STUDENT:**

---

Student Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature** **Date**