

LATE ARRIVAL/EARLY RELEASE

This form must be completed every semester

It is understood that the student applying for this privilege must complete this form with a parent signature and return it to the principal's office for verification and approval.

A student with a P.E. exemption due to a sport may NOT have late arrival for P.E. and a study hall.

A student may only take ONE period for late arrival or early dismissal.

Please select the correct semester: SEMESTER 1 _____ SEMESTER 2 _____

Please select the reason for this request:

EARLY RELEASE _____ LATE ARRIVAL _____

Early Release/Late Arrival:

Early Release/Late Arrival is a privilege extended only to Junior and Senior students who: 1) have a study hall during 1st or 7th period; 2) have satisfactory progress in all classes (No D/F grades); and 3) have non-school transportation to/from school at the appropriate time.

It is further understood that the student will be off campus and not in the area of the school during this release time. The student will arrive no later than 9:20 for late arrival and will depart by 2:35 p.m. for early release. Additionally, if a student is coming back for a sport, the student may not enter the building until 3:25 p.m.

Finally, if a student has a project that requires the use of the library, the student must get prior approval from the librarian in order to stay in the building. Any student violating any of these conditions, or who is failing one or more classes will have their permission revoked and they will be assigned to a study hall for the remainder of the semester.

I have read and fully understand the conditions regarding my student and give my permission for them to self-transport and/or leave the building as indicated on this form.

Student Name _____ Grade _____ Period _____

Parent/Guardian Signature _____

Date _____

Administration Approval: Yes _____ No _____ Reason: _____

Administration Signature _____