

LATE ARRIVAL / EARLY RELEASE APPLICATION

Student ID# _____ Student Name _____

FOR SENIORS ONLY

Seniors may be allowed late arrival or early release (up to two hours) if they meet all of the following requirements:

1. **Academics:** The student is on track to graduate with a Foundation + Endorsement plan.
2. **Testing:** The student has passed all STAAR exams.
3. **College/Career Readiness:** The student has either met the College, Career & Military Readiness (CCMR) requirements or is currently taking a course that meets CCMR.
4. **Exception:** If a student is enrolled in courses at the prerequisite level, the student's Individualized Education Program (IEP) team shall meet and discuss the request.
5. **Transportation:** The student must have consistent and reliable transportation.

In addition, the student must meet at least one of these conditions:

- Enrolled in a college course on a college campus
- Has a job
- Has important family responsibilities (such as being the head of household or main wage earner)
- Is a caregiver for a child, or for an elderly or disabled parent or grandparent
- Has another situation explained in writing by the parent and approved by the principal

With principal approval, eligible seniors may be granted:

- A one-hour late arrival
- A one- or two-hour early release
- Or both a one-hour late arrival and one-hour early release

IF YOU ARE INTERESTED IN LATE ARRIVAL/EARLY RELEASE, PLEASE COMPLETE THIS FORM, ATTACH A LETTER FROM YOUR PARENT/GUARDIAN AND THE REQUIRED DOCUMENTATION, AND RETURN THE FORM TO THE COUNSELOR.

DOCUMENTATION -You must check at least two conditions below and provide documentation to be considered for the late arrival/ early release schedule.

Check all that apply	Conditions for Late Arrival / Early Release	Documentation Required	Proof Rec'd (Counselor Initials)
	Request for Late Arrival/Early Release	Letter from parent/guardian and/or IEP Committee Documentation of approval	
	Enrolled in a college course on a college campus	Proof of enrollment in college course	
	Has a job	Proof of employment, i.e., letter on company letterhead or recent pay stub	
	Has critical family needs such as head of household or wage earner	Letter from parent/guardian	
	Provides care for an infant/child or an elderly or disabled parent or grandparent	Schedule showing enrollment in parenting ed class or parent/guardian letter	
	Has other situations requested, in writing, by the parent/guardian and approved by the principal	Letter from parent/guardian	

The late arrival/early release schedule will NOT be considered for approval until the counselor has talked to a parent or guardian and both pages of this form are completed by the parent and student.

Complete the information requested below.

Course(s) requested to be dropped from the schedule:

_____ / _____ / _____.

Parent and Student Acknowledgements: Please check each box if you

- ☐ I understand that my student may not drop or fail a course that is required for the Foundation Plus Endorsement graduation plan.
- ☐ I understand that my student may not drop a course that is required to meet the college, career and military readiness (CCMR) indicator.
- ☐ I understand that my student must have consistent and reliable transportation.
- ☐ I understand the conditions of the early release request.
- ☐ All of the information I have provided is correct.

Student ID# _____

Student's Name (*Print*) _____ Student's Signature _____ Date _____

Parent's/Guardian's Name (*Print*) _____ Parent's/Guardian's Signature _____ Date _____

Parent/Guardian phone number #1 _____ Parent/Guardian phone number #2 _____

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Counselor Use Only:

- On track to complete Foundation Plus Endorsement Plan: ☐ Yes ☐ No ☐ Prerequisite Courses

Pass/Fail: STAAR ☐ ELA I ☐ ELA II ☐ Algebra I ☐ Biology ☐ US History

- CCMR check completed: ☐ Complete ☐ In-Progress Course(s): _____
- Transportation is available: ☐ Yes ☐ No
- Parent Contact: Date _____ Time _____
- *Student will:*

_____ arrive after 1st period (course #99713)

_____ leave before 6th period (course #99863) or _____ leave before 7th period (course #99873)

Counselor Approval: ☐ Approved ☐ Not Approved

Signature _____ Date _____

Principal Approval: ☐ Approved ☐ Not Approved

Signature _____ Date _____

Complete the information requested below.

Student Name_____

Student ID _____

I am requesting (Check One)

_____ **Late Arrival**

 Late Arrival & 1 period Early Release

_____ 1 period Early Release

 2 period Early Release

Please provide a consent statement from your parent/ guardian below.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.