REQUEST FOR EARLY RELEASE/LATE ARRIVAL PRIVILEGES
(Seniors only)

Name _____ (*Print Last Name, First Name*)

Request for Early Release/Late Arrival Privilege (Seniors Only)
(Valid for current school year only)
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. Provide their own transportation to/ from school.
3. Student should maintain regular and prompt attendance at school, per the times indicated below
4. Maintain a 70 or above average in every course.
5. For Early Release: Leave campus at the approved time and return no earlier than 2:20 pm for after-school activities.

Procedure for Requesting Early Release/Late Arrival
1. Complete this form (including parent signature) and return it to the Guidance office.
2. Your form must be signed by a parent/ guardian and returned to the Guidance office to be considered for this option.

Early Release/Late Arrival Preference (Please Check One)
_____ I am requesting a Late Arrival. I wish to arrive at _____am. The reason I am requesting late arrival is
_____.
_____ I am requesting Early Release. I wish to leave school at _____pm. The reason I am requesting Early
Release is _____.
I am the parent/guardian of _____
Print Student's 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 may result in the revocation of privileges.

_____ _____

Student Signature/Date

_____ _____

Parent Signature /Date   *Parent Email*   *Parent Phone*

Counselor Approval : _____Date _____

Student will leave at _____ on M, T, W, TH, F

Student will arrive at _____ on M. T, W, TH, F