



LATE ARRIVAL / EARLY RELEASE REQUEST FORM
FOR 2023-2024 SCHOOL YEAR

STUDENT NAME: _____ **GRADE (FOR 2022-2023):** _____

PERIOD(S) REQUESTING TO BE OUT OF THE BUILDING: _____

To maintain this **PRIVILEGE** a student **MUST**:

1. Have no major or excessive violations of the Student Code of Conduct.
2. Have no excessive tardiness or excessive absences.
3. Have a signed late arrival / early release form on file in the Attendance Office.

***** Final Determination of Eligibility Remains with Building Principal, as other relevant factors may need to be considered on a case by case basis.***

Students must follow these regulations:

1. Arrive no sooner than 10 minutes prior to their first class.
2. Must vacate the school building immediately following last class.
3. May not loiter in any area inside the school or on school property including any other school properties. If returning from a school sponsored activity, students on late arrival / early release may return after 3:00 p.m. Sitting in cars is prohibited.
4. Responsible for their own transportation. Make arrangements ahead of time for pick up. If driving, you must have vehicle registered in the main office.
5. Late arrival / early release must be signed by the student and the parent. No exceptions for 18-year-olds.

CONSENT FORM

We have read the regulations criteria for late arrival / early release, and understand them. I am requesting that my student have their schedule amended to facilitate either late arrival / early release. We understand that we assume sole responsibility for the health and safety of the student during released time.

Please sign here to authorize for BOTH 1st and 2nd Semester:

Parent's Signature

Student's Signature

Please sign here to authorize for ONLY ONE Semester - please circle 1st sem or 2nd sem:

Parent's Signature

Student's Signature

RETURN TO YOUR COUNSELOR DURING YOUR SCHEDULING APPOINTMENT