

## LATE ARRIVAL/EARLY RELEASE APPLICATION FOR THE SENIOR CLASS OF 2021

The principal may grant a one-hour late arrival, one or two-hour early release, or a one-hour late arrival and a one-hour early release to a **senior** who is enrolled in courses that complete his or her graduation requirements, who has passed all 5 (five) of the STAAR EOC tests unless state exemption applies, and who meets **at least one of the following conditions:**

- a) is enrolled in a college course on a college campus
- b) has a job
- c) has critical family needs such as head of household or wage earner
- d) is a caregiver for an infant/child or an elderly or disabled parent or grandparent
- e) has other situations requested, in writing, by the parent and approved by the principal.

**Students must adhere to the rules and guidelines for late arrival/early release as outlined in the District's Student Handbook/Code of Conduct.**

**\* The student must have a letter from his/her parent addressed to the principal explaining the request.**

- \* The student must provide documentation for approval, i.e., letter from employer, college class schedule, etc.
- \* All requests for late arrival/early release must be approved before the end of the first three weeks of each semester.
- \* The student must be enrolled in a minimum of **five** periods. The application will be denied if Late Arrival or Early Release will not work in the student's schedule.
- \* The student must have reliable transportation to leave campus every day.
- \* The student must get a late arrival/early release pass and parking sticker from the assistant principal.
- \* The student must notify his/her counselor if there is a change in his/her status.
- \* The student cannot have any EA's (excessive absences) on their transcript.

**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 Needed	Recd by counselor
	Request for Late Arrival/Early Release	Letter from parent/guardian <b>(REQUIRED)</b>	
	Enrolled in a college course on a college campus	Proof of enrollment in a 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	Has other situations requested, in writing, by the parent/guardian and approved by the principal	
	Provides care for an infant/child or an elderly or disabled parent or grandparent	Schedule showing enrollment in parenting education class, parent/guardian letter	

**NOTE: Double early release does not guarantee the student will have "C" Lunch.**

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FOR THE SENIOR CLASS OF 2021**

Complete the information requested below. We must have working phone numbers for parents. The late arrival/early release schedule will NOT be approved:

1. Without this form
2. Without a parent letter attached
3. Until the counselor has talked to a parent or guardian.

Course(s) to be dropped from the schedule:

\_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

I want:

\_\_\_\_\_ Late arrival – arrive after 1<sup>st</sup> period (Course #99713)

\_\_\_\_\_ Early release – leave after 5<sup>th</sup> period (Course #99863)

\_\_\_\_\_ Early release – leave after 6<sup>th</sup> period (Course #99873)

**\*All of the information I have provided is correct. I have read and understand the conditions of the early release request.**

**\* I also have attached a letter from my parent addressed to the principal explaining the request.**

\_\_\_\_\_  
Student's Name (Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Guardian Phone Number

**Counselor Use Only:**

➤ Graduation credit check completed: \_\_\_\_\_ Approved  
\_\_\_\_\_ Denied

➤ EOC: Passed or State Exemption Applies to all:  Yes  No  
Retest:  English I,  English II,  US History,  Algebra I,  Biology

➤ Transportation available?  Yes  No

➤ Parent contact: Date and time \_\_\_\_\_

Counselor Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Approved: \_\_\_\_\_ Date: \_\_\_\_\_