

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 portions state assessments (STAAR), 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; or e) has other situations requested, in writing, by the parent and approved by the principal.

****Late Arrival/Early Release may be revoked due to excessive absences****

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 have reliable transportation to leave campus every day.
- 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 student must provide documentation for approval, i.e., letter from employer, college class schedule, etc.
- The student must notify his/her counselor if there is a change in his/her status.
- The student must get a late arrival/early release pass and parking sticker from the assistant principal.

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	Proof Rec'd (Counselor Initials)
	Request for Late Arrival/Early Release	Letter from parent/guardian (REQUIRED)	
	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, parent/guardian letter	
	Has other situations requested, in writing, by the parent/guardian and approved by the principal	Letter from parent/guardian	

Complete the information requested below.

We must have working phone numbers for parents.

The late arrival/early release schedule will NOT be approved without this form and not until the counselor has talked to a parent or guardian.

Late Arrival/Early Release may be revoked due to excessive absences

Course(s) to be dropped from the schedule:

_____ / _____ / _____.

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

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

=====

Counselor Use Only:

- Graduation credit check completed: Approved Denied

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

- Transportation is available? Yes No

- Parent Contact: Date _____ Time _____

- Student will (check no more than 2):

_____ arrive after 1st period (course #99713)

_____ leave before 6th period (course #99863)

_____ leave before 7th period (course #99873)

Counselor Approval:

Approved

Not Approved

Signature

Date

Principal/Principal Designee Approval:

Approved

Not Approved

Signature

Date