



Request of Scheduled Early Release/Dismissal

Late arrival or early dismissal is a limited* option for students who do not have a scheduled class for 1st period or 8th period. Students scheduled for late arrival or early dismissal are not permitted to be in the building during the time they are scheduled to be off-campus.

Note that only senior students with a first period study hall (if approved) will be permitted to arrive late. This is a senior privilege that only applies to students in their 12th grade year.

Early dismissal (if approved) applies to any high school student with an 8th period study hall.

Student Name: _____ **Grade:** _____

I am requesting a late arrival:

☐ **I am confirming I have a first period study hall**

☐ **Reason for late arrival:** _____

I am requesting an early dismissal:

☐ **I am confirming I have an eighth period study hall**

☐ **Reason for early dismissal:** _____

Parent/Guardian signature: _____ **Date:** _____

Please return the completed form to Laurie Wood in the Welcome Center.

* Students on academic or behavioral watch, warning, or probation are not eligible for late arrival or early dismissal. All approved requests are subject to change per administrative directive.

For Office Use Only: Approved _____ **Not Approved** _____