



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, 2nd period, 7th period, and/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. Senior students may not miss more than two periods each school day. The permitted combinations are:

1st and 2nd periods 7th and 8th periods 1st and 8th periods

Note that **only senior students** with a first and or second period study hall (if approved) will be permitted to arrive late. Also, **only seniors** with a seventh and/or eighth period study hall (if approved) will be permitted to leave early. This is a senior privilege that only applies to students in their 12th grade year.

Juniors with an eighth period study hall (if approved) will be permitted to leave early.

Student Name: _____ **Grade:** _____

I am requesting a late arrival:

- ☐ I am confirming I have a first period study hall
- ☐ I am confirming I have a second period study hall
- ☐ Reason for late arrival: _____

I am requesting an early dismissal:

- ☐ I am confirming I have a seventh period study hall
- ☐ 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 must meet the requirements of being "In Good Standing" in order to be given this privilege. This includes the pillars of attendance, behavior, fees, and academics. 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** _____