

Student Name:

ID#:

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 five STAAR EOC state assessments, 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.

Students must adhere to the rules and guidelines for late arrival / early release as outline 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.
- **Request must be processed and completed on or before the 15th day.**

In order to take Early Release or Late Arrival, students should have passed the required STAAR EOC assessments in English I, English II, Algebra I, Biology and U.S. History; along with meeting graduation requirements.

DOCUMENTATION – You **must check at least two conditions below** and provide documentation to be considered for the late arrival / early release schedule.

Check two that apply	Conditions for Late Arrival / Early Release	Documentation Needed	Proof Received (Counselor initials)
(required)	Request for Late Arrival/Early Release	Letter from parent/guardian (REQUIRED)	
Select one condition & supporting documentation from below			
	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 a 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	

(OVER)

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.

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 late arrival/early release request. I understand I am expected to leave campus immediately at the end of my last course or arrive just prior to my course.

Student's Name _____ Student Phone Number _____ Date _____

Parent's / Guardian's Name _____ Parent/Guardian Phone Number _____ Date _____

Counselor Use Only:

Credits: _____ Graduation Plan: _____

- Graduation credit check completed: Approved _____ Denied _____
- **Pass / Fail:** STAAR EOC ELA I _____ ELA II _____ Alg I _____ Biology _____ US History _____
- Transportation is available? Yes _____ No _____
- Parent Contact: Date _____ Time _____

• *Student will:*

NOTES

_____ 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 Approval: _____ Approved _____ Not Approved

Signature

Date