Student Name:_____

Student ID: _____

Counselor:

Cypress Lakes High School Late Arrival/ Early Release Application

COMPLETED APPLICATIONS WITH PARENT LETTER DUE: FRIDAY, SEPTEMBER 1, 2023

Seniors may qualify for Late Arrival and/or Early Release with the following requirements:

- 1. Has a minimum of 22 credits for FHSP+ Endorsement Graduation Plan or 18 credits for FHSP Only Graduation Plan (must have Opt Out form on file).
- 2. Has passed all 5 STAAR/EOC Exams
- 3. Meets 2 of the following conditions with supporting documentation

Conditions for Late Arrival/ Early Release	Documentation Required for Submission	
Request for Late Arrival/ Early Release	□ Letter from parent/guardian (required)	
(required)		
□ Enrolled in a college course on a college	Proof of enrollment in college course	
campus		
🗆 Has a job	Proof of employment (letter on company	
	letterhead or recent paycheck stub)	
□ Has critical family needs such as head of	Letter from parent/guardian	
household or wage earner		
□ Provides care for an infant/child or an elderly	Letter from parent/guardian, schedule	
or disabled parent or grandparent	showing enrollment in parenting education	
	class	
□ Has other situations requested in writing by	Letter from parent/guardian	
the parent/guardian and approved by the		
principal		

Students must meet the following expectations:

- 1. Submit letter from parent/guardian explaining the request
- 2. Late Arrival/ Early Release forms must be signed by the parent and student. No exceptions for 18-year-olds.
- 3. The student is responsible for their own transportation
- 4. The student must be enrolled in a minimum of 5 class periods
- 5. If the student has late arrival, they must arrive to 2^{nd} period on time.
- 6. If the student has early release, the student must vacate the school campus immediately following their last scheduled class period.
- 7. Remain on track to meet graduation requirements
- 8. Maintain good attendance
- 9. Maintain good discipline per the Student Code of Conduct.

If a student violates any of the criteria above, the privilege will be revoked, and the student will be assigned a class.

Complete the information requested below. We must have working phone numbers for parents and students. The late arrival/early release application will NOT be approved without this form and not until the counselor has talked to the parent/guardian.

Student is applying for:

- □ Late Arrival (after 1st period)
- \Box Early Release (after 6th period)
- □ Double Early Release (after 5th period)

Course(s) to be dropped from the schedule:

By signing below, I certify that all the information I have provided is correct. I also have read and understand the conditions of the late arrival/early release privilege. I understand the consequences that may occur if I do not adhere to the rules and regulations of this privilege.

Student Name (print)	Student Phone Number		Date
Parent/ Guardian Name	Pare	nt/Guardian Phone Numbe	er Date
Counselor Use Only:			
Credits: (FHS+E 22 credits, FHSP 18)	Graduatior	n Plan: FHSP+E FHSP- must have C	
Passed all STAAR/EOC: 🗆 English	I 🗆 Algebr	a I 🗆 Biology 🗆 English II	I 🗆 US History
Any Excessive Absences? \Box Ye	es 🗆 No	If Yes, plan in place with	AP? 🗆 Yes 🗆 No
Is transportation available? \Box Ye	es 🗆 No		
Parent Contact: Date: The Student Will:	Time:	Person Spoke	en To:
 Late Arrival (after 1st period) Course # 99713 Early Release (after 6th period) Course # 99873 Double Early Release (after 5th period) Course # 99863 		rse # 99873	Notes
Counselor Approval:	oroved	□ Not Approved _	
Signature		Date _	
Principal Approval:	oroved	□ Not Approved -	
Signature		 Date	