

LATE ARRIVAL / EARLY RELEASE APPLICATION FOR THE SENIOR CLASS OF 2024

Please read the application requirements carefully (located on the back of this page) and be certain to attach the necessary documentation below. This application will NOT be approved without this completed form and counselor contact with parent or guardian.

FORM DUE April 28th to be considered for early release/late arrival

Attn: _____
Counselor's Name

Date: _____

Student I.D. # _____

Student Name (PLEASE PRINT)

Course(s) to be dropped from the schedule:

Student's Signature

Parent's/Guardian's Name (PLEASE PRINT)

Will these courses change my endorsement:
Yes/No Endorsement: _____

Parent's/Guardian's Signature

Student will:
_____ Arrive after 1st period (Course #99713)
_____ Leave before 6th period (Course #99863)
_____ Leave before 7th period (Course #99873)

Parent's/Guardian's Email

Parent's/Guardian's Phone Number

PLEASE COMPLETE THE APPLICATION, INCLUDE A LETTER BELOW FROM YOUR PARENT/GUARDIAN GIVING PERMISSION FOR EARLY RELEASE/LATE ARRIVAL, AND RETURN THE FORM TO YOUR COUNSELOR ASAP. APPLICATIONS ARE ON A FIRST COME, FIRST SERVE BASIS.

REQUIREMENTS FOR LATE ARRIVAL/EARLY RELEASE APPLICATION FOR THE SENIOR CLASS OF 2024

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/her graduation requirements for the Foundation with an Endorsement High School plan, who has passed all portions of the exit-level Texas state assessments (STAAR), who has cleared all outstanding excessive absences (EAs) through the assistant principals' office, 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 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.
- The student must have cleared all outstanding excessive absences through the assistant principals' office.
- All requests for late arrival/early release must be approved before the end of the first two weeks of each semester.
- The student must be enrolled in a minimum of five periods.

Counselor Use Only:

Graduation Credit Check Completed:

Pass/Fail: STAAR/EOC: ENG I _____ ENG II _____ ALG I _____ BIO _____ US HIST _____

Excessive Absences (automatic denial): All graduation required EAs have been cleared: yes no

Transportation is available? Yes _____ No _____

Parent Contact: Date: _____ Time: _____

Counselor Approval: Approved _____ Not Approved _____

Counselor's Signature: _____ Date: _____

Principal Approval: Approved _____ Not Approved _____

Principal's Signature: _____ Date: _____