



# CYPRESS CREEK HIGH SCHOOL

## LATE ARRIVAL / EARLY RELEASE APPLICATION FOR THE SENIOR CLASS OF 2023

Name: \_\_\_\_\_

ID: \_\_\_\_\_

Counselor: \_\_\_\_\_

The Coordinating Counselor may grant a one-period late arrival, one- or two-period early release, or a one-period late arrival and a one-period early release to a senior who is enrolled in courses that complete his or her graduation requirements, who has passed all portions of the exit-level state assessments (TAKS)/EOC, 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 Coordinating Counselor.

### 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 Coordinating Counselor 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 from the Counselor secretary and parking sticker from the AP secretary.

**\*\* IF YOU ARE INTERESTED IN LATE ARRIVAL/EARLY RELEASE, PLEASE COMPLETE THIS FORM, ATTACH A LETTER FROM YOUR PARENT/GUARDIAN AND THE REQUIRED DOCUMENTATION, AND RETURN THE FORM TO THE COUNSELORS OFFICE, ROOM 1040.**

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

Check all that apply	Conditions for Late Arrival / Early Release	Documentation Needed	Proof Rec'd (Counselor Initials)
	Request for Late Arrival/Early Release	Letter from parent/guardian (REQUIRED)	
	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 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 coordinating counselor	Letter from parent/guardian	



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 the parent approval.***

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 early release request.

Student ID# \_\_\_\_\_

\_\_\_\_\_  
Student's Name (*Print*)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian's Name (*Print*)

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian phone number #1

\_\_\_\_\_  
Parent/Guardian phone number #2

=====

**Counselor Use Only:**

- Graduation credit check completed:  Approved  Denied

**Pass/Fail:** STAAR  ELA I  ELA II  Algebra I  Biology  US History

- Transportation is available?  Yes  No

- *Student will:*

\_\_\_\_\_ arrive after 1<sup>st</sup> period (course #99713)

\_\_\_\_\_ leave before 6<sup>th</sup> period (course #99863)

\_\_\_\_\_ leave before 7<sup>th</sup> period (course #99873)

**Counselor Approval:**  Approved  Not Approved

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Coordinating Counselor Approval:**  Approved  Not Approved

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EMAIL COMPLETED FORM INTO THE COUNSELORS OFFICE**