Early Release/Late Arrival Application

Student Name _____ ID# _____

Seniors can be approved for Early Release/Late Arrival if the following requirements are met: (check off each requirement met)

_____ Enrolled in courses that complete graduation requirements

_____ Will have enough credits to graduate (26 credits for Foundation + Endorsement, 22 credits for Foundation)

_____ Has no Excessive Absences listed on their report card/transcript

_____ Has passed all required state mandated EOC assessments (Algebra, Biology, English I, English II, US History)

_____ Meets at least one of the following conditions:

Check All that Apply	Conditions for Early Release/Late Arrival	Documentation Needed	Counselor Initials
	Enrolled in a college course on a college campus	• Proof of college course enrollment • A letter from parent/guardian explaining the request	
	Has a job	• Proof of employment, i.e. letter on company letterhead, or recent pay stub • A letter from parent/guardian explaining the request	
	Has a critical family need, such as head of household or wage earner	• Letter from parent/guardian explaining the request	
	Provides care for an infant/child or an elderly/disabled parent or grandparent	• Schedule showing enrollment in parenting education class or • A letter from parent/guardian explaining the request	
	Other situations requested in writing by the parent and approved by the principal	• A letter from parent/guardian explaining the request	

By initialing, the parent/guardian and student agree to the following:

Parent   **Student**

_____   _____   ...dent must adhere to early release/late arrival guidelines as outlined in CFISD's Student Handbook. Failure to comply may result in revocation of late arrival/early release privileges and/or disciplinary action to be taken.

_____   _____   ...dent must have reliable and daily transportation.

_____   _____   ...y release, the student must leave campus within 7 minutes after their last scheduled class, every day.

_____   _____   ...arrival, the student must arrive to their scheduled 2nd period class, every day. Late arrival students are not allowed on campus during 1st period.

_____   _____   ...dent should not return to campus unless they have a pass from their teacher, coach, or supervisor for tutorials or to participate in extracurricular activities.

_____   _____   ...dent must not have excessive absences.

_____   _____   ...dents must pass required EOC exams for graduation.

_____   _____   Approval for Early Release/Late Arrival is not guaranteed for the entire school year.

_____   _____   Applications turned in after May 30th, 2019 will only be considered for approval if the student's schedule allows for the change. There's no guarantee the student will be awarded early release/late arrival after May 30th, 2019.

Priority Deadline to Return to Counselors' Corner
April 22nd, 2022

Early Release/Late Arrival Application
Cy-Fair High School Class of 2023

Complete all information below. A valid and working phone number for parent/guardian is required. Late arrival/early release **will not be approved** without this form, parent/guardian letter, supporting documents, parent contact, and counselor approval.

<u>Student is requesting (check one)</u>:

_____ Late Arrival

_____ Late Arrival and 1 Period Early Release

_____ 1 Period Early Release

_____ 2 Periods Early Release

1.) _____

2.) _____

<u>Course(s) to be dropped from the schedule</u>:

By signing, the parent/guardian and student assures all information provided is correct. Parent/guardian and student have agreed to the conditions of late arrival and/or early release as outlined on the reverse side.

_____   _____   _____
Student Name (*Print)*   Student Signature   Date

_____   _____   _____
Parent/Guardian Name (*Print)*   Parent/Guardian Signature   Date

_____   _____   _____
Parent/Guardian contact #1   Parent/Guardian contact #2   Student ID#

Counselor Use Only:

- Graduation credit check complete: Approved _____   Not Approved _____

- Supporting documents included: Yes_____   No_____

- Excessive absences cleared: Yes_____   No_____

- EOC's passed: Eng. I ____   Eng. II ____   Algebra I ____   Biology ____   US History ____

- Reliable/Daily transportation available: Yes_____   No_____

- Parent Contact: Date _____ Time _____

- Student will:

_____ arrive after 1st period (course # 99713)

_____ leave before 6th period (course # 99863)

_____ leave before 7th period (course # 99873)

<u>Counselor Approval:</u>   _____ Approved   _____ Not Approved

_____   _____
Signature   Date