

# CY-PARK HIGH SCHOOL

Office Use Only Date Received
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## Early Release/Late Arrival Application 2023-2024

***Late arrival/early release will not be approved without this application, written consent from a parent/guardian explaining the request for early release/late arrival, parent contact, and counselor approval.***

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

**Seniors applying for Early Release/Late Arrival must meet the following requirements:**

- \_\_\_\_ Scheduled in courses that complete graduation requirements
- \_\_\_\_ Have enough credits to graduate (26 credits for Foundation + Endorsement or 22 credits for Foundation)
- \_\_\_\_ Have no Excessive Absences listed on their report card and transcript
- \_\_\_\_ Have passed all required EOC assessments (Algebra, Biology, English I, English II, and U.S. History)

**Seniors must also meet one of the following:**

- \_\_\_\_ Enrolled in a college course or co-op
- \_\_\_\_ Has a job
- \_\_\_\_ Has a critical family need (example: head-of-household, wage-earner)
- \_\_\_\_ Is caregiver for infant/child or an elderly or disabled parent/grandparent
- \_\_\_\_ Other situations requested by the parent

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

Parent/ Guardian	Student	
		The student 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.
		The student must have reliable and daily transportation.
		For early release, the student must leave campus within 7 minutes after their last scheduled class, every day.
		For late arrival, the student must arrive to their scheduled 2 <sup>nd</sup> period class, every day. Late arrival students are not allowed on campus during 1 <sup>st</sup> period.
		The student should not return to campus unless they have a pass from their teacher, coach, or administrator for tutorials or to participate in extracurricular activities.
		The student must not have excessive absences.
		The students 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 the last day of the school 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 this date.

Student is requesting (check one):

- Late Arrival  
 Late Arrival and 1 Period Early Release  
 1 Period Early Release  
 2 Periods Early Release

Course(s) to be dropped from the schedule:

- 1.) \_\_\_\_\_  
2.) \_\_\_\_\_  
3.) \_\_\_\_\_

**Written consent from a parent/guardian, explaining the request for early release/late arrival, must accompany this application.**

By signing, the parent/guardian and student assure 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#

***The application and written parent consent can be turned into Counselors' Corner or emailed to the student's counselor.***

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***Counselor Use Only***

Scheduled in courses to complete graduation requirements: Yes \_\_\_\_\_ No \_\_\_\_\_

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 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

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date