# CY-PARK HIGH SCHOOL

## Early Release/Late Arrival Application 2024-2025

***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 2nd period class, every day. Late arrival students are not allowed on campus during 1st 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 Signature                  Parent/Guardian contact                       Student ID#

*The application and written parent consent can be turned into Counselors' Corner or emailed to the student's counselor.  Please feel free to use the space provided.*

---

*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 1st period (course # 99713)

_____     leave before 6th period (course # 99863)

_____     leave before 7th period (course # 99873)

Counselor Approval: _____ Approved _____ Not Approved

Counselor Signature:_____     Date:_____