



ELK RIVER HIGH SCHOOL LATE ARRIVAL/EARLY RELEASE REQUEST FORM

STUDENT NAME _____ SCHOOL YEAR: 20__ / 20__
(PRINT NAME CLEARLY)

| | | |
|--|--|---|
| GRADE: <input type="checkbox"/> 11 <input type="checkbox"/> 12 | <input type="checkbox"/> SEMESTER 1 or <input type="checkbox"/> SEMESTER 2 (one form <u>per</u> semester is required) | <input type="checkbox"/> LATE ARRIVAL <input type="checkbox"/> EARLY RELEASE |
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Carefully read the information below and complete this form in its entirety. Completed forms are to be submitted to the counseling office for approval.

1. Approval will be granted or denied based on grades from previous semester.
2. If you are behind in credits you cannot be in the program. Early release or late arrival approval is subject to review at any time by the school's administration. Any student that does not meet the expectations of early release or late arrival or who are at risk of not graduating are subject to this approval being revoked.
3. You must be at least 16 years of age.
4. You cannot request both late arrival and early release in the same semester. Only one request per semester is permitted.
5. Once your pass has been approved and your schedule has been changed your pass will be delivered to study hall. You must have your pass with you at all times for attendance purposes, no exceptions will be made.
6. You understand that your pass may take up to 7 school days to be processed and issued. You are expected to be in class until your pass has been approved and issued to you.
7. Students are not permitted on school grounds during their approved late arrival/early release time without prior staff approval. By signing this form, you are stating that you (or your child) have transportation arranged which will enable him/her to arrive late or leave early according to the terms of this program.
8. Violations of the late arrival/early release program may result in revocation of your privileges and may also be subject to disciplinary action.

My signature acknowledges that I have fully read and agree with the terms and conditions stated above.

STUDENT SIGNATURE _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

| <p><u>TO BE FILLED OUT BY COUNSELOR</u></p> <p>Total credits earned through last semester: _____</p> <p>This request is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>Counselor Signature: _____ Date: _____</p> <p>Counselor Comments: _____</p> <p>Case Manager Signature (if applicable): _____ Date: _____</p> | <p style="text-align: center;">STUDY HALL RESERVE CREDIT REQUIREMENTS</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Grade</th> <th style="text-align: left; border-bottom: 1px solid black;">Credits Earned</th> </tr> </thead> <tbody> <tr> <td>11th grade-beginning of 1st semester</td> <td>23 credits</td> </tr> <tr> <td>11th grade-end of 1st semester</td> <td>28 credits</td> </tr> <tr> <td>11th grade-end of 2nd semester</td> <td>33 credits</td> </tr> <tr> <td>12th grade-end of 1st semester</td> <td>38 credits</td> </tr> </tbody> </table> | Grade | Credits Earned | 11 th grade-beginning of 1 st semester | 23 credits | 11 th grade-end of 1 st semester | 28 credits | 11 th grade-end of 2 nd semester | 33 credits | 12 th grade-end of 1 st semester | 38 credits |
|---|---|--------------------|----------------|--|------------|--|------------|--|------------|--|------------|
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| <p><u>TO BE FILLED OUT BY COUNSELING SECRETARY</u></p> | | | | | | | | | | | |
| Date received: _____ | Date entered into campus: _____ | Course code: _____ | | | | | | | | | |
| Date pass complete: _____ | Initials: _____ | | | | | | | | | | |