

**HOLLY SPRINGS HIGH SCHOOL**  
**LATE ARRIVAL/EARLY RELEASE REQUEST FORM**  
2017-2018 (Seniors Only)

Date Rec'd:

**Deadlines:** Students are encouraged to turn in requests for early release or late arrival during the spring semester. To the extent possible, this form should be turned in by **June 5<sup>th</sup>**. Requests received after this point will be more difficult to approve.

Requests for the first semester will be accepted no later than **September 5th**. Requests for the second semester are due by no later than **December 21st**.

**You must complete the front and back of this form; submit to your counselor when complete.** Once schedules are made available in August, schedule reductions may not be possible when required courses are present in the class periods you are requesting to drop.

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

I request permission to have the following period(s) of **release time** for the 2017-2018 school year. (circle your response)

**SEMESTER 1** - 1<sup>st</sup> Period    1<sup>st</sup> & 2<sup>nd</sup> Periods    3<sup>rd</sup> & 4<sup>th</sup> Periods    4<sup>th</sup> Period

**SEMESTER 2** - 1<sup>st</sup> Period    1<sup>st</sup> & 2<sup>nd</sup> Periods    3<sup>rd</sup> & 4<sup>th</sup> Periods    4<sup>th</sup> Period

**Reason for request:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Carefully read the information below; your signature verifies that you understand and agree to the following terms:**

1. Students are not eligible to participate on any HSHS athletic teams if they do not pass 3 courses the semester prior to my athletic participation.  
Do you plan to participate in HSHS Athletics in 2017-18? \_\_\_ Yes \_\_\_ No  
If yes, please note the name of the coach and/or AD you've spoken with about athletic eligibility.  
\_\_\_\_\_
2. Students are responsible for contacting the colleges/universities to verify that a reduced class load will not affect their application for college admission.
3. **Students are not permitted to be on campus during their approved late arrival/early release time.** By signing this form, you are stating that you (or your child) has transportation arranged which will enable him/her to arrive late or leave early according to the terms of this application.
4. Students who have late arrival should sit in the cafeteria upon their arrival if it is before dismissal of the previous class.
5. Early release or late arrival approval is subject to review at any time by the school's administration. Any student who does not meet the expectations around early release or late arrival or who is at risk of not graduating is subject to this approval being revoked.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Parent / Guardian Signature of Approval

\_\_\_\_\_  
Date

**Student Name:** \_\_\_\_\_

List the courses you would like **removed** from your schedule and/or course requests if you are approved for early release/late arrival. Put them in priority order (list your 1<sup>st</sup> choice to removed as number one, etc.)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**Comments:**

---



---



---

**Counselor Review**

My signature verifies that I have reviewed this student’s record; this student is on track for graduation in 2017/2018 academic year.

This student is eligible for:

| <b>“X”</b> | <b>Student Credits</b> | <b>Assuming All Fall 2017 Courses Are Passed, Student Is Eligible for ...</b>   |
|------------|------------------------|---|
|            | 23 or more credits     | Can request up to two periods of early release / late arrival each semester   |
|            | 22 credits             | Can request up to one period of early release / late arrival each semester. This can be revisited in the spring based on posting all credits in the fall.             |
|            | 21 credits             | Can request up to one period of early release / late arrival in the fall semester only. This can be revisited in the spring based on posting all credits in the fall. |
|            | 20 or less credits     | Student is not eligible for early release / late arrival during the fall semester. This can be revisited in the spring based on posting all credits in the fall.      |

\_\_\_\_\_  
Signature of Counselor

\_\_\_\_\_  
Date

**Administrative Action**

\_\_\_\_ **Approved**

\_\_\_\_ **Denied**

Explanation: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date