

**Panther Creek High School**  
**Early Release / Late Arrival Request Form**  
**2023 – 2024 (Juniors & Seniors Only)**

Student Name: \_\_\_\_\_ Grade Level (23-24): \_\_\_\_\_

Students are encouraged to turn in this request as soon as possible for the 23-24 school year.

Requests for first semester will be accepted no later than **August 27, 2023**.

Requests for second semester will be accepted no later than **January 25, 2024**.

*\*Please note that once schedules are released, requests will be more difficult to approve and may not be possible.*

I request permission to have release time from the following period(s) for the 23-24 school year:

**Semester 1**    \_\_\_ 1<sup>st</sup> Period    **OR**    \_\_\_ 4<sup>th</sup> Period    **OR**    \_\_\_ 3<sup>rd</sup> & 4<sup>th</sup> Periods

**Semester 2**    \_\_\_ 1<sup>st</sup> Period    **OR**    \_\_\_ 4<sup>th</sup> Period    **OR**    \_\_\_ 3<sup>rd</sup> & 4<sup>th</sup> Periods

I am requesting permission to have release for the following reason(s):

- \_\_\_ To take dual enrollment courses at \_\_\_\_\_
- \_\_\_ Employment
- \_\_\_ Internship
- \_\_\_ Other

**Students should provide the following documentation to support the request:**

1. On a separate document, write a detailed explanation for your request of release time.
2. Based on the reason(s) chosen above, also submit: a copy of the course registration for dual enrollment; a letter from the employer and a copy of current paystub; or a letter from the host of the internship.

**Student and Parent/Guardian signatures below verify you understand and agree to the following statements:**

- Students are not permitted to be on campus during their approved early release/late arrival period(s). Students must have transportation arranged which will allow him/her to arrive/leave campus promptly according to their class schedule.
- Students with release periods may not earn the maximum number of academic credits possible in the academic year based on their schedule.
- Students must earn three (3) credits in the semester prior to their sport season to be eligible to participate in athletics.
- It is the student's/parent's responsibility to contact any appropriate college/university admissions office to determine how this request will affect the student's admission.
- It is the student's/parent's responsibility to resend any transcripts that have already been sent to colleges/universities. Failure to do so may jeopardize the student's potential enrollment.
- Early release or late arrival is subject to review at any time by administration.

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Parent/Guardian Signature & Date

\_\_\_\_\_  
Principal or Designee Signature & Date

Parent Email: \_\_\_\_\_

\_\_\_ Approved      \_\_\_ Denied

**Completed by the Student:**

If approved for early release/late arrival, list the courses you would like to **drop**.  
All changes will be made based on course availability.

_____	_____
_____	_____
_____	_____

**Completed request form and documentation should be turned in to Student Services or emailed to [stefair@wcpss.net](mailto:stefair@wcpss.net) with parent copied on the email.**

**Completed by the Counselor** (also attach student's transcript):

Courses needed to graduate:

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Graduation Checklist:

- |                      |                  |  |
|----------------------|------------------|--|
| _____ English        | _____ Math       | _____ Science                          |
| _____ Social Studies | _____ World Lang | _____ Healthful Living                 |
| _____ CTE/Pathway    |                  | _____ Total Credits Earned             |
|                      |                  | _____ Credits Remaining for Graduation |

Comments:

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Counselor Signature & Date