



**ROLESVILLE HIGH SCHOOL
PARTIAL DAY REQUEST 2019-2020
(Seniors Only)**



“Partial Day” is when a student has permission from administration to take a partial day of classes in their final semester of Senior year. A partial day is allowed only during a student’s final semester of his/her senior year and is available only to seniors who have a demonstrated need to leave early, after third period, due to job/work obligations. This must be demonstrated through documentation from the employer. Students with attendance, tardy, or discipline concerns will not be granted a Partial Day Request. **Student Services does not recommend Partial Day Request for college-bound students. This form must be returned to the student’s assigned counselor for processing before December 6, 2019.**

PLEASE EXPLAIN YOU ARE REQUESTING PARTIAL DAY: (If requesting Partial Day for work release, please ensure Page 2 is also filled out and submitted by December 6, 2019. Not all Partial Day requests will be approved.)

The parent’s and student’s signature below verifies the understanding of the following statements: Partial Day is a privilege given by the principal and is designed to give students the opportunity to leave school early in order to report to work or to a designated responsibility. The student must agree to the following terms:

1. It is the student/parent’s responsibility to contact any appropriate college/university/ admissions office to determine that this request will not affect the student’s admission.
2. The student agrees that this is a privilege and is subject to revocation.
3. The student agrees to leave campus immediately once they have completed the last scheduled class. (Failure to leave campus will result in the revocation of the early release pass.) The student and parent/guardian understand that the school is not liable for the student when he/she leaves campus for partial day.
4. The student waives the right to take a full schedule and has determined with his/her counselor that he/she will be able to fulfill ALL graduation requirements with partial day.
5. All athletes must pass 3 classes each semester in order to obtain academic eligibility. The student is aware of any potential college/university admissions policy regarding partial day.
6. Students on a partial day schedule forfeit the privilege to attend school events that occur during the school day after the partial day student’s scheduled classes have ended (this includes, but is not limited to, Pep Rallies, Honor Roll celebrations, etc.).

I hereby request permission for my son/daughter, _____ to have the following periods of release time for the 2019 - 2020 school year.

Parent’s Name	Parent Signature	Date

Student #	Student Signature	Date

Parent Contact (email or phone number) _____

COUNSELOR REVIEW

My signature verifies that I have reviewed this student’s record, have met with the student, and have communicated with his other parents and have reviewed the conditions associated with promotion/graduation. This student is on track for graduation.

Counselor Name	Counselor Signature	Date

____ **Approved** ____ **Denied** (Explain : _____)

ADMINISTRATOR REVIEW

Administrator Name	Administrator Signature	Date

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When requesting Partial Day for Work Release, this page must also be submitted with the application.

Place of Employment: _____ Employer's Name: _____

Employer's Email: _____ Employer's Phone: _____

Employer Statement (to be completed by the student's employer)

Please write an explanation of why the student needs a Partial Day schedule to work at their current place of employment and why the student is unable to fulfill their work obligations outside of the traditional school day hours:

Employer's Signature: _____ Date: _____

Parent/Guardian Statement (to be completed by the student's parent/guardian)

Please write an explanation of why the student needs a Partial Day schedule to work at their current place of employment and why the student is unable to fulfill their work/financial obligations outside of the traditional school day hours:

Parent/Guardian's Signature: _____ Date: _____