

Green Hope High School

Early Release / Late Arrival Request Form

2025 – 2026 (Juniors & Seniors Only)

Student Name: _____

Please email your completed form to your assigned counselor or return your form to Student Services by **September 3, 2025**. Students may request to have both Late Arrival and Early Release during the same semester. However, students must have at least two classes per semester at Green Hope, and students must have a 2nd period class both semesters.

I request permission to have release time from the following period(s) during the 2025-2026 school-year – Check all that apply:

Semester 1: _____ 1st Period only _____ 3rd Period **AND** 4th Period

_____ 1st Period **AND** 4th Period _____ 4th Period only

Semester 2: _____ 1st Period only _____ 3rd Period **AND** 4th Period

_____ 1st Period **AND** 4th Period _____ 4th Period only

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

_____ To take dual enrollment courses at _____

____ Employment

_____ Internship

Other: _____

Give a detailed summary explaining the need for this request. Failure to list a reason voids the request.

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 them to arrive/leave campus promptly according to their class schedule. Approval of Early Release/Late Arrival does not guarantee an assigned parking space on campus.
- 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 Contact # _____

Completed by the Student:

Students will still need to register for eight classes. If approved for early release/late arrival, please list the courses you want to **keep**:

_____	_____
_____	_____
_____	_____
_____	_____

If approved for early release/late arrival, please list the course(s) you want to **remove** from your course list:

_____	_____
_____	_____
_____	_____

NOTE: All changes will be made based on course availability.

Counselor Signature & Date