Date Rec'd:

HOLLY SPRINGS HIGH SCHOOL
LATE ARRIVAL/EARLY RELEASE REQUEST FORM

2019-2020 (Seniors Only)

Deadlines: Students are encouraged to turn in requests for early release or late arrival by **April 12, 2019**. Priority consideration will be given to students who meet this deadline. Requests received after this point will be more difficult to approve.

Requests for the first semester will be accepted **no later** than **August 30, 2019**. Requests for the second semester are due by **no later** than **January 31, 2020.** Approval at this point will be contingent on adequate space to make changes.

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) off for the 2019-2020 school year. (circle your response)

SEMESTER 1 - 1st Period 1st & 2nd Periods 3rd & 4th Periods 4th Period

SEMESTER 2 - 1st Period 1st & 2nd Periods 3rd & 4th Periods 4th 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 2019-20? ___ 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

(Continue to back of form or page 2)

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 1st 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 2019/2020 academic year.

This student is eligible for:

"X"	Student Credits	Assuming All Fall 2017 Courses Are Passed, Student Is Eligible for …
	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