

**Green Hope High School**  
**Early Release / Late Arrival Request Form**  
**2019 – 2020 (Juniors & Seniors Only)**

Student Name: \_\_\_\_\_ Grade Level (19-20): \_\_\_\_\_

Requests for second semester will be accepted no later than **February 4, 2020**.

*\*Since schedules have already been set for the 2019-2020 school year, 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 Spring 2020 Semester:  
(check which apply):

\_\_\_\_ 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 sheet of paper, write a detailed explanation for your request of release time.
2. Based on the reason, 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 take and pass a minimum of three (3) classes per semester to be eligible for athletic and extra-curricular activities.
- 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 # \_\_\_\_\_

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

Courses needed to graduate:

\_\_\_\_\_

Graduation Checklist:

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

Comments:

\_\_\_\_\_  
Counselor Signature & Date