

Late Arrival/Early Release Request Form

Seniors who are on track to graduate have the choice of applying for late arrival and/or early release. All seniors must attend WC for a minimum of 5 instructional periods.

Juniors who are on track to graduate have the choice of applying for late arrival **OR** early release. All juniors must be scheduled for at least 7 periods, and at least 6 must be instructional periods.

Any 1 credit or ½ credit class is an instructional period; study halls and teacher assistant periods do not count. College Credit Plus classes do count as instructional periods.

Students are expected to take part in all required school activities (i.e. field trips, etc.) **Late arrival/early release students are still required to attend chapel, assembly, house, and family activities** (exceptions are made for those who are taking CCP courses off campus). There is no discount on tuition for late arrival/early dismissal students. All students with a services or accommodation plan must also have this form signed by the intervention coordinator. The schedules of some students may not be able to accommodate late arrival/early release.

Students may lose their late arrival/early release privileges if they...

- are on academic watch or disciplinary probation.
- disregard chapel, assembly, house, and family attendance requirements.
- do not keep passing grades.
- have a consistently low Community Life Grade.

*Parents, please see the back of this form for further approval regarding block day study halls.

☐ Late Arrival

Period Arriving: _____

☐ Early Release

Period Leaving: _____

By signing below, you acknowledge that both you and your student have read the description above and agree to its provisions. Please return the signed request form to the Upper School office.

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Intervention Coordinator Signature: _____
(if applicable)

----- Portion below to be completed by the office. -----

Request (circle one): Approved Denied

Administrator Signature: _____ Date: _____

*ATTENTION PARENTS:

You may find that on Wednesday or Thursday (our block days), your junior or senior has a study hall for the first or last period of the day. As a parent, you can approve ahead of time that your student may skip this study hall on that particular block day for the rest of the semester.

If we do NOT have a parent signature on this portion of the form, **you will have to call the office to give approval every time your student wants to skip this study hall on that particular block day.**

Please remember that students are still required to attend chapel, assembly, house, and family activities on block days.

My student, _____, has my approval to miss _____ period
study hall every Wednesday / Thursday.
(circle one)

Parent Signature