



Early Dismissal/Late Arrival Request High School

Date: _____

Senior Name: _____

Circle one:

Late Arrival
(1st Hour Study Hall)

Early Dismissal
(7th Hour Study Hall)

Section IV – D of the Parent-Student Handbook states:

Seniors in good standing may request either late arrival or early dismissal privileges. They must fill out the appropriate form and turn a blue slip from the office to their assigned study hall teacher before the privilege goes into effect. Students with late arrival privileges must either report to their assigned study hall or be on time for their second hour class or worship. Students with early dismissal privilege must either vacate the building and campus before the last period begins or report to their assigned study hall. Students are not allowed to loiter in the building during either first or seventh period.

- A. Student must bring a note from parents requesting permission to leave school early or arrive late and give to Dean of Students with this form.
- B. Student agrees to abide by the following if this request is granted:
 - 1. Passing grades and positive participation in all classes.
 - 2. Good citizenship with respect to rules and procedures in and outside of school (including absences and tardies).
 - 3. Responsible use of vehicle to arrive late or leave early. No transporting of other students from school who are not excused.
 - 4. When excused, not to be on the school property unless permission has been obtained from the dean or principal.
 - 5. If a student has permission to arrive late they must agree to the following:
 - a. Telephone school office if they will not be attending school that day.
 - b. Arrive on time for the start of second hour.
 - c. **MUST BE PRESENT FOR MORNING CHAPELS AND ALL ASSEMBLIES.**
 - d. If class periods are switched the student is responsible to make the necessary adjustments. Schedule changes will be posted by cafeteria prior to the altered day.

Failure to abide by any or all of the above could result in loss of the privilege to leave school early or arrive late.

Senior's signature: _____

() approved () denied

Dean of Students: _____