



# Byhalia High School

## Late Arrival/Early Release Form

\_\_\_\_\_ School Year

**SENIORS** who do not have a full schedule may arrive late or leave school early with parental consent. This form must be completed before permission is granted.

If your student's course schedule permits, late arrival and/or early release will be scheduled. Student's without a signed parental consent form will be scheduled in four classes.

### Guidelines:

- Students who have approved late arrival must arrive no less than five minutes before their class.
- Students who have approved early dismissal must leave the school immediately upon dismissal.
- If it is necessary to wait a few minutes for a ride, you will need to remain in the lobby area.
- Students who do not have a 4<sup>th</sup> block class cannot return to school grounds until after 3:05 pm.
- Students without guaranteed transportation should not request late arrival or early release.
- This is **ONLY** a request; it is not guaranteed that the courses needed for graduation will be offered at times to facilitate this request.

### Student Request:

Check your preference: \_\_\_\_\_Late Arrival \_\_\_\_\_Early Release

Please indicate period and time:

Late Arrival: \_\_\_\_\_(Period)/\_\_\_\_\_(Time)      Early Release: \_\_\_\_\_(Period)/\_\_\_\_\_(Time)

I, (print name) \_\_\_\_\_, am on track to graduate and hereby request permission for late arrival/early release. I understand that should this request be approved, I must provide my own transportation and I am not allowed on campus during unscheduled blocks.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent Consent:

I have read the above statements and give permission for my student to arrive late and/or to be released early from school.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Student Schedule Attached: \_\_\_\_\_

Graduation Requirements Checked: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_