



# Late Arrival & Early Dismissal Form

## Student Information

Name (Print) \_\_\_\_\_ Grade (Circle) 7 8 9 10 11 12 Date \_\_\_\_\_

## Late Arrival

Please circle the period(s) that you would like to miss because of late arrival:

Period: 1 2 4\*

\*Block schedule day only

## Early Dismissal

Please circle the period(s) that you would like to miss because of early dismissal:

Period: 3\* 6 7

\*Block schedule day only

## Important Note

Students authorized for late arrival are expected to arrive on campus at least 10 minutes prior to the start of class.

Students authorized for early dismissal are **expected to depart the campus promptly** without disturbing school activities.

**Students playing after school sports and planning to remain on campus must be enrolled in a 7<sup>th</sup> period class.**

## Parent Approval

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Administrator Approval

Approved  Declined Signature \_\_\_\_\_ Date \_\_\_\_\_  RenWeb

**Return completed form to the Secondary Front Office.**

Please note that your schedule change will not be processed without approval from the school administration.