

Panther Creek High School
Early Release / Late Arrival Request Form
2024-2025(Juniors & Seniors Only)

Student Name: _____ Grade Level (24-25): _____

Students are encouraged to turn in this request as soon as possible for the 24-25 school year.

Requests for first semester will be accepted no later than **August 27, 2024**.

Requests for second semester will be accepted no later than **January 22, 2025**.

**Please note that once schedules are released, 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 23-24 school year:

Semester 1 ___ 1st Period **OR** ___ 4th Period **OR** ___ 3rd & 4th Periods

Semester 2 ___ 1st Period **OR** ___ 4th Period **OR** ___ 3rd & 4th 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 document, write a detailed explanation for your request of release time.
2. Based on the reason(s) chosen above, also submit: a copy of the course registration for dual enrollment; a letter from the employer and a copy of current pay stub; 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 earn three (3) credits in the semester prior to their sport season to be eligible to participate in athletics.
- 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

Parent Email Address: _____

Principal or Designee Signature & Date

____ 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 request form and documentation should be returned to Student Services by the deadline.

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