



APEX FRIENDSHIP HIGH SCHOOL | Request for Early Release or Late Arrival

2024-2025 School Year

PURPOSE: This form is only for seniors requesting a reduced schedule. This form is NOT for students requesting CCP.
For your request to be accommodated, please return prior to May 1, 2024.
We cannot guarantee your request if submitted after May 1, 2024.

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

Student Email Address: _____@students.wpcss.net

Parent Email Address: _____

I request permission for my student to have the following period(s) of release time for the 2023-2024 school year.

* Please note that students must be enrolled in a minimum of two AFHS courses each semester.

Check all that apply: Periods of release time (the class periods where you will not be on campus)

Semester 1: Period 1 | Period 1 & 2 | Period 3 & 4 | Period 4

Semester 2: Period 1 | Period 1 & 2 | Period 3 & 4 | Period 4

Reason: My student is requesting permission to have early release for the following reason(s):

Please read the following carefully. By requesting early release or late arrival, you are agreeing to the following:

1. Students are not permitted to be on campus during the approved late arrival / early release time. By signing this form, you are stating that you have transportation arranged. Having this request approved provides no guarantee of being assigned a parking space.
2. Students must be in three courses in the fall in order to be eligible for athletics in winter / spring.
 - a. Do you plan to participate in AFHS Athletics in 2023-2024? Yes | No
 - b. If yes, please note the name of the coach and/or AD you've spoken with about athletic eligibility. _____
3. It is the responsibility of the student / parent to contact any appropriate college / university admissions offices to verify that a reduced class load will not affect an application for college admission.
4. It is the student's responsibility to resend any transcripts that have already been sent to colleges / universities; failure to do this may jeopardize the student's potential enrollment in a college / university.
5. Student drivers should remember that NC state law requires students under 18 to pass at least 70% of the coursework each term. Students with a reduced course load who fail any course will not meet this standard.
6. Early release or late arrival approval is subject to review at any time by the school's administration. Any student who does not meet the expectations around early release / late arrival or who is at risk of not graduating is subject to this approval being revoked.

Student Signature

Parent / Guardian Signature

Date

Student Name: _____ Student ID #: _____

List the course(s) you would like *removed* from your course requests / schedule if you are approved for early release / late arrival. Put them in priority order by listing your first choice to remove as number one, etc.). Please note, if submitted after the May 1 deadline, changes will be subject to course availability.

1. _____
2. _____
3. _____
4. _____

Comments:

COUNSELOR REVIEW

My signature verifies that I have reviewed the student's record; this student is on track for graduation in the 2024-2025 academic year.

The student is eligible for:

"X"	Student Credits	Assuming All Spring 2024 Courses Are Passed, Student is Eligible for ...
	23 or more credits	Can request up to two periods of early release / late arrival each semester
	22 credits	Can request up to one period of early release / late arrival each semester. This can be revisited in the spring based on posting all credits in the fall.
	21 credits	Can request up to one period of early release / late arrival in the fall semester only. This can be revisited in the spring semester based on posting all credits in the fall semester.
	20 or less credits	Student is not eligible for early release / late arrival during the fall semester. This can be revisited in the spring based on posting all credits in the fall.

Counselor Signature

ADMINISTRATIVE ACTION

_____ Approved _____ Denied

Explanation if Denied: _____

Signature