

**ROYALTON-HARTLAND HIGH SCHOOL**  
**LATE ARRIVAL/EARLY RELEASE REQUEST FORM**  
**SENIORS ONLY 2018-2019**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Reason for Request (Check one box below): \_\_\_\_\_

☐ Employer \_\_\_\_\_ Contact Number \_\_\_\_\_

☐ Secondary Course Work/College \_\_\_\_\_ Contact Number \_\_\_\_\_

☐ Other (explain) \_\_\_\_\_ Contact Number \_\_\_\_\_

**\*\*\*Late Arrival/Early Dismissal    Period(s) \_\_\_\_\_ \*\*\***

As per building procedure, students who are seniors may come late to, or be released early, from school. Each student must comply with the minimum requirements listed below. Passing grades must be maintained in all classes throughout the entire school year including acceptable attendance rates.

All students requesting special arrival/release must:

1. Be on track with proper credit to graduate including exams
2. Attend classes as scheduled
3. Maintain proper & acceptable school conduct
4. Follow procedures for signing in & out of the building
5. Have consistent transportation arrangements

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Students may have the late arrival/early release privilege revoked at the discretion of the administration at any time. \*\***

**Submit completed form to your counselor**

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**Counselor Review**

My signature verifies that I have reviewed this student's record; this student is on track for graduation in the 2018-2019 academic year.

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Administrative Action**

☐ Approved                      ☐ Denied

Explanation: \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_