



Queen's Grant High School  
Late Arrival / Early Release Form

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**SENIORS** who do not have a full schedule may arrive late or leave school early with parental consent. Seniors are required to be scheduled into three courses per day. 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. Students without a signed parental consent form will be scheduled in six classes.

**Policies:**

- Students who have approved late arrival must arrive no more than ten and 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 (five or ten) for the start of their class for a ride, you will need to be in a designated area.
- Student may not have gaps/open periods in their schedules
- Students who do not have a 6<sup>th</sup> period class cannot return to school grounds until after 2:40
- 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

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: \_\_\_\_\_

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**Office Use Only**

Graduation requirements checked : \_\_\_\_\_ Administrative approval: \_\_\_\_\_