

LATE ARRIVAL/EARLY LEAVE APPLICATION FOR SENIORS

Applications must be submitted to your School Counselor for review and approved by your Senior Administrator and then it must on your schedule before you are permitted to arrive late or leave early. Please allow several business days for processing; same day requests cannot be completed per Columbus City Schools' district policy.

Student Name: _____ Date: _____

Requested Periods for Early Leave/Late Arrival for the 2019-20 school year. Please indicate if you are requesting for Fall, Spring, or the Full Year.

1st	2nd	3rd	4th	5A/5B	6th	7th	8th

Agreement: Initial to acknowledge your understanding and agreement with each statement

Student	Guardian	
		The student is a senior and on-track to graduate on time with their current courses
		The student is responsible for understanding athletic and other activity eligibility rules and ensuring they stay eligible for athletics and other activities
		Students are responsible for their own transportation when they arrive early or leave late and are not permitted to be on school grounds during their approved late arrival/early release time.
		Early Leave or Late Arrival Status <u>may be revoked at any time</u> due to grades, attendance, behavior, and/or progress toward graduation at my Administrator's and/or School Counselor's discretion.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Counselor Review

My signature verifies that I have reviewed this student meets criteria for Early Leave/Late Arrival.

Signature of Counselor _____ Date _____

Additional Stipulations (if any): _____

Administrator Review

☐ Approved ☐ Denied - Explanation:

Signature of Administrator _____ Date _____