

# Marbury High School

## Early Release Form

STUDENT NAME: \_\_\_\_\_ Counselor Name: \_\_\_\_\_

SCHOOL YEAR: \_\_\_\_\_ SEMESTER: \_\_\_\_\_ PERIOD: \_\_\_\_\_

### Criteria to participate in Early Release must be met:

- Student and Parent must read and sign Early Release Request form. No exceptions for 18 year olds.
- Student MUST be a senior with a minimum grade point average of 2.5 or higher.
- Student must be on track and eligible to graduate at the end of the school year.
- Student must have passed all State mandated graduation assessments.
- Student must have no major or excessive violations of the Student Code of Conduct.
- Student must have no excessive tardiness and maintain a 90% attendance rate.
- Student and Parent must interview with the Senior Counselor to ensure all criteria listed above has been met.
- Student must provide a written letter from employer or College/University confirming supervised experience.
- Students that are employed must provide a current check stub from their employer every two weeks (bi-weekly) to the Early Release supervisor at their high school.
- Students that are employed must provide a current work schedule from their employer every two weeks (bi-weekly) to the Early Release supervisor at their high school. If your work schedule doesn't begin until 4:00 or after you may not be considered for early release.
- The cut-off times for turning in Early Release paperwork is as follows:
  - 1<sup>st</sup> Semester: September 5<sup>th</sup>
  - 2<sup>nd</sup> Semester: January 12th

### Regulations students must follow:

- Must vacate the building immediately following the period(s) requesting Early Release.
- Cannot loiter, wander or disrupt classes during Early Release time.
- Responsible for their own transportation. Make arrangements ahead of time for pick up. If driving to and from school, must have a vehicle registered in the main office.
- Must sign out each and every day.
- May not leave campus until scheduled time to leave.
- May not return unless the student has prior approval given by the Principal.

**Revoking/Suspending Early Release Privileges:**

- Student has excessive absences or tardies will result in suspension of Early Release privileges.
- Student is suspended or receives excessive discipline referrals.
- Student receives an “F” in any class for the previous nine weeks of the current school year.
- Student fails to turn in required proof of work.
- Student helps other students to leave school property illegally.
- Principal retains the right to revoke Early Release privileges at any time. Seniors must abide by the school’s rules and procedures and meet academic responsibilities.

I understand that Early Release is a privilege extended to students. I have read and understand the criteria for Early Release. I agree to abide by all the conditions stated above. I acknowledge that my son/daughter will be leaving school early. By signing this form, I agree to the following provisions and understand that if I fail to comply with these provisions, I could have my Early Release privileges revoked and be placed in a course to complete a full day schedule. I also agree to sign the Permission Slip and Waiver of Liability form.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Date

\*\*\*Submit to the Director to Pupil Personnel Services (located at Central Office) a copy of the following documents:

- \_\_\_\_ Early Release Form
- \_\_\_\_ Student’s Schedule
- \_\_\_\_ Student’s Transcript
- \_\_\_\_ Letter of Confirmation from Employer or College/University
- \_\_\_\_ Permission Slip and Waiver of Liability Form