

# Late Arrival / Early Release Request Form

\_\_\_\_\_  
Student's First & Last Name

\_\_\_\_\_  
Grade Level

What term and class period would you like this privilege?

\_\_\_\_\_  
Term (ex. Semester 1)

\_\_\_\_\_  
Class Period (1st or 8th only)

Regina students in grades 11 or 12 may be granted the PRIVILEGE of being released early or arriving late in place of a study hall. The criteria for this privilege are:

- students with already existing 1st or 8th periods open periods (Student class schedules may not be able to be changed to accommodate Late Arrival/Early Release).
- good academic standing, maintaining a 2.0 GPA or above **and** no F's in any one course
- students who plan to be off campus during the designated time
- this form is signed by a parent or guardian and returned to the office for approval

**Expectations and Rules:** Students who have Late Arrival should not be at school more than ten minutes prior to the start of their first scheduled class, nor should they be tardy for class. Students with Early Release must leave the school grounds within five minutes of the beginning of 8th period. Students are responsible for knowing schedule changes due to Masses, assemblies, etc. Repeated tardiness or failure to leave the school grounds after the period will result in the termination of the privilege.

Students with Late Arrival/Early Release are not permitted to stay in the hallways, classrooms, parking lot, locker rooms, etc. Students wishing to use the computer lab, library or meet with a teacher during that period must report to the teacher BEFORE that period begins and be supervised by staff at all times. Students not abiding by these rules will have their Late Arrival/Early Release privilege revoked and will be assigned to and must attend their study hall. Students must continue to have the other seven class periods filled with academic courses (no study halls or learning centers).

I understand the terms and conditions above and agree to abide by them.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Revised 8-15-2022