Central Bucks High School-West

LATE ARRIVAL / EARLY RELEASE
Application

Seniors who are assigned to either First Block or Fourth Block Study Hall may either arrive late or leave early on a daily basis with parent/guardian permission and administration approval. By signing this application, the student agrees to abide by the procedures below and recognizes that this a privilege that can be suspended or revoked by a parent/guardian or school administrator.

- In order to obtain and retain this privilege, all obligations must be met. Students with obligations should report to the Senior House Secretary to clear obligations.
- The administration retains the right to revoke this privilege for any behavior that violates rules and guidelines for students as outlined in the student handbook, school calendar and school board policy.
- If a student with this privileges choose to not to exercise it on a given day, he/she must report to the Attendance office to sign in.
- Students are responsible for arriving to class on time. When the daily schedule is changed (i.e. 2-hour delay, early dismissal, extended advisory, special schedule) students with late arrival / early release must plan accordingly.

Seniors applying for Early Release or Late Arrivial must submit this signed application to the Senior House Secretary. Once the administration reviews this signed application and verifies eligibility, “Early Release” or “Late Arrival” will appear on the student’s schedule. Students are expected to report to Study Hall until Early Release or Late Arrival appears on the schedule. Arriving to school late or leaving school early prior to approval will result in a Study Hall cut.

Please check the appropriate box(es) based on where Study Hall appears on your schedule. If you are scheduled for a class during First Block, you may NOT apply for Late Arrival; if you are scheduled for a class during Fourth Block, you may NOT apply for Early Release.

LATE ARRIVAL          EARLY RELEASE

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Student Name (Printed)______________________________

Student Signature________________________________ Date________________

Parent/Guardian Signature____________________________ Date________________

Parent/Guardian Contact Phone Number______________________________

OFFICE USE ONLY:

_________ APPROVED Office Staff initials _________

NOTES: