

# SHSE - Late Arrival / Early Release Request

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Late Arrival – Arrive in time for period \_\_\_\_\_

Early Release – Depart school period \_\_\_\_\_

Requests for late arrival/early release will be honored if the student's schedule has a study period at the beginning/end of the day. **Schedules are not rearranged to accommodate early release or late arrival.**

**The parent and student signature stipulates agreement to the following:**

- The parent/guardian accepts the responsibility to transport student to and/or from school.
- Late arrival – ***Student MUST arrive on time for their first scheduled class.***
- Early release – ***Student MUST exit school after their last scheduled class.***  
(Students that participate in after school activities ***must leave and then return after 2:00pm.***)
- Smithtown High School reserves the right to terminate the agreement.

## Follow These Steps For Approval

### **Step 1:**

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

Phone # where you can be reached to verify signature \_\_\_\_\_

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

### **Step 2:**

***Student must bring this form to North Administration***

### **Step 3:**

Parent Signature Verified By \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature \_\_\_\_\_

**\*\*ONCE APPROVED, IT WILL BE CHANGED ON YOUR SCHEDULE.**