



Dear Parents/Guardians:

Your child has applied for the senior Late Arrival and/or Early Dismissal privilege. Descriptions of each of these privileges are below.

The Late Arrival privilege is extended only to seniors who have a study hall scheduled to begin the day. The Early Dismissal privilege is available to seniors who have a study hall scheduled the last period of the day, and are employed. The Extended privilege is available to seniors who have consecutive study halls scheduled at the beginning or end of the school day. The request for these privileges will be reviewed on a "case-by-case" basis. These opportunities are considered an extension of the school day, and all school rules, regulations, and guidelines apply.

Please read the conditions for approval of this request so that you clearly understand the responsibility of the student. If you support your child's request for one of these privileges, please sign this letter in the space provided below. This form should be returned to your child's House Office. In addition, for the Early Dismissal privilege, a letter from the employer stating the hours and days of employment is necessary. Upon administrative or parental request, this privilege may be revoked at any time.

Sincerely,
 John S. Kaste
 Principal

LATE ARRIVAL/EARLY DISMISSAL APPROVAL FORM

INDICATE BY (X) THE REQUESTED DAY (S) FOR LATE ARRIVAL, EARLY DISMISSAL, LATE ARRIVAL/EARLY DISMISSAL OR EXTENDED.

LATE ARRIVAL

<input type="checkbox"/>	ALL - DAYS	<input type="checkbox"/>	ACE - DAYS	<input type="checkbox"/>	BDF - DAYS	<input type="checkbox"/>	OTHER:
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EARLY DISMISSAL

<input type="checkbox"/>	ALL - DAYS	<input type="checkbox"/>	ACE - DAYS	<input type="checkbox"/>	BDF - DAYS	<input type="checkbox"/>	OTHER:
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LATE ARRIVAL/EARLY DISMISSAL EXTENDED (Meeting held with Counselor and House Administrator)

STUDENT'S NAME: _____

STUDENT'S SIGNATURE _____ DATE: _____

COUNSELOR'S REVIEW: QUALIFIES DOES NOT QUALIFY

COUNSELOR'S SIGNATURE: _____ DATE: _____

PARENT'S/GUARDIAN'S CONSENT: _____ DATE: _____

ADMINISTRATOR'S APPROVAL: _____ DATE: _____

STUDENT WILL ARRIVE TO/LEAVE SCHOOL BY:

DRIVING (Permit No.) _____ WALKING DROPPED OFF/PICKED UP BY PARENT/GUARDIAN



MONROE-WOODBURY

CENTRAL SCHOOL DISTRICT

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LATE ARRIVAL OR EARLY DISMISSAL

Seniors currently enrolled in sufficient courses to ensure graduation in January or June of the current school year may be granted Late Arrival or Early Dismissal privileges. Seniors may apply for one of these privileges by obtaining and completing the Late Arrival or Early Dismissal form. **Seniors may be approved for only one of the privileges.**

The Late Arrival privilege will be granted only if:

- Students have a study hall during the first period of the day. Additionally, seniors must sign in at the Attendance Desk by 7:45 AM and report directly to the Large Cafeteria.

The Early Dismissal privilege will be granted only if:

- Students have a study hall the last period of the day and have secured regular employment.
- Students are enrolled in post-high school studies during regular school hours. Seniors with the Early Dismissal privilege must sign out in the Attendance Office and exit from the main entrance.

The Extended privilege will be granted only if:

- Students have consecutive study halls at the beginning or end of the school day.

Seniors approved for a Late Arrival or Early Dismissal privilege may arrive to school or leave the campus by:

- Driving, provided they have a Monroe-Woodbury High School Parking Permit.
- Getting dropped off and/or picked up by a parent or guardian.
- Walking provided permission is granted by a parent or guardian.

Approved seniors who qualify for one of these privileges must carry the card issued to them, along with their Monroe-Woodbury student identification card, and be able to furnish them upon request.

ACADEMIC, ATTENDANCE AND CITIZENSHIP REQUIREMENTS

Seniors must be in good academic standing, maintain satisfactory attendance and have demonstrated appropriate citizenship. Seniors who fail more than one subject will be assigned to a mandatory study hall and will have their privilege revoked for a minimum of five (5) weeks.

Please Note:

1. Parking permits will be rescinded from students with the Late Arrival or Early Dismissal privilege who drive other students to school or off school grounds.
2. Students must apply for one of the privileges each semester.
3. The administration reserves the right to revoke a privilege, if warranted.
4. No schedule changes will be made for students to qualify for either of these privileges.