

RETURN TO ATTENDANCE OFFICE WHEN COMPLETED

Mountlake Terrace High School
PASS Application
2021-2022 School Year: Semester 1 OR Semester 2

Fines: _____
Credits: _____
Attendance: _____
Discipline: _____

NOTE: PASSES WILL NOT BE PROCESSED DURING THE FIRST 2 WEEKS OF EACH SEMESTER

STUDENT NAME: _____ **GRADE:** _____

Dear Parent or Guardian,

Your student has applied for a pass to leave campus during lunch. **Mountlake Terrace High School has a closed campus policy** to provide for the protection and safety of our students. However, as an incentive to academic success and appropriate behavior, **Mountlake Terrace MAY allow juniors and seniors to apply for off-campus lunch privileges**. This privilege can be revoked at any time should the student violate school rules and/or the privilege interferes with your student's academic performance.

This includes, but not limited to:

- Leaving campus to smoke or engage in other illicit behaviors.
- Leaving campus during the school day, other than lunch, without permission
- Returning late (or not returning) after lunchtime is over.
- Being accompanied by or transporting other students who do not have off-campus privileges.
- Excessive number of tardies and/or absences to any class.
- Unpaid student fines or fees.

I request that Mountlake Terrace High School permit my child to leave campus during their lunchtime for the 2021-2022 semester indicated above. This includes permission for them to drive in their private vehicle. I am releasing Mountlake Terrace High School and the Edmonds School District from responsibility and liability for the actions of my child while off-campus and for any injuries that might occur while they are off campus.

_____ has my permission to receive an off-campus lunch pass in adherence with all conditions and provisions stated above. I understand that my student's lunch pass may be revoked at any time during the current school year.

Parent/Guardian Signature & Date

Student Signature & Date

Parent/Guardian Phone Contact(s)

****IMPORTANT NOTICE: The Student is required to apply each semester.** The student will be notified via email when the off-campus pass has been approved. The student must bring their ASB/ID card to the attendance office to obtain the off-campus sticker **BEFORE** they are allowed to leave campus at lunch.

~PLEASE ALLOW SEVERAL DAYS FOR PROCESSING~

STUDENT ELIGIBILITY is determined by the criteria listed in the box at the top of the form. Students who are determined to be ineligible at the time of the request MAY schedule a meeting with Ms. Tawny Clark.

APPROVED BY: _____
Ms. Cheryl Sadler, Attendance/Discipline Secretary

DATE: _____