



LOGAN ELM LOCAL SCHOOLS

Senior Early Release Form

Logan Elm Middle School/High School

9511 Tarlton Rd. Circleville, OH 43113

740-474-7503 Fax: 740-477-3592

www.loganelm.org



There are three different "Early Release" options for Seniors

- Standard Early Release
- Special Circumstance Early Release
- Work Based Learning Early Release

General Information Regarding Early Release for Seniors

Student must be a senior and:

- a. Be passing at least 5 units for the preceding semester and on-track for graduation.
- b. Maintain an acceptable attendance record (90%)
- c. Maintain an acceptable scholastic record (C average)
- d. Maintain acceptable school conduct (no record of suspensions or expulsions)
- e. Have fulfilled end of course exam requirements for graduation

If approved, it is understood and accepted that a student will return to school full time if they have fallen below the standards described above, or is truant. Early release is a privilege, not a right, and no warnings will be issued if a student fails to meet the requirements. Students with senior early release are expected to sign out in the high school office and leave school grounds immediately. Students are not permitted to stay on school grounds after they have signed out.

Standard Early Release

- Any senior may apply for early release after the completion of 6th period. Students can sign out immediately after 6th period (12:15pm) or after lunch/AE (1:23pm). This time must be determined at the time of application.
- Complete the application, meet with your counselor to sign off and then turn your application in to Dr. Robinson.

Special Circumstance Early Release

- Any other excused periods from the daily schedule will be considered on an individual basis, including CCP, and must be approved by the student's counselor, Dr. Robinson and final approval from Mr. King. Additional requirements may apply.
- Complete the application, meet with your counselor to sign off and then turn your application in to Dr. Robinson.

Work Based Learning Early Release

- In certain circumstances, seniors may be released earlier for the purposes of work and must be approved by the student's Capstone instructor or WBL advisor, school counselor and administration.
- Complete the application, paying attention to all requirements listed, obtain Capstone instructor or WBL advisor's approval, meet with your counselor and then turn your application into Mr. King.

With the Special Circumstances and Work Based Learning releases, students will not be permitted to come and go from the school and no late arrival releases will be granted.



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Standard Early Release

Student Name: _____

Any senior may apply for early release after the completion of 6th period. Students can sign out immediately after 6th period (12:15pm) or after lunch/AE (1:23pm). This time must be determined at the time of application. The below criteria must be met in order for this early release.

Be a senior and:

- f. Be passing at least 5 units for the preceding semester and on-track for graduation.
- g. Maintain an acceptable attendance record (90%)
- h. Maintain an acceptable scholastic record (C average)
- i. Maintain acceptable school conduct (no record of suspensions or expulsions)
- j. Have fulfilled end of course exam requirements for graduation

If approved, it is understood and accepted that a student will return to school full time if they have fallen below the standards described above, or are truant. Early release is a privilege, not a right, and no warnings will be issued if a student fails to meet the requirements. Students with senior early release are expected to sign out in the high school office and leave school grounds immediately. Students are not permitted to stay on school grounds after they have signed out.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

FOR OFFICE USE ONLY

____ Attendance ____ Grades ____ Credits ____ EOC Exams ____ Conduct

____ Approved ____ Rejected

Counselor Signature: _____ Administrator Signature: _____

____ Approved ____ Rejected Reason for Approval/Denial: _____



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Special Circumstance Early Release

Any other excused periods from the daily schedule will be considered on an individual basis, including CCP and must be approved by the student's counselor, Dr. Robinson and Mr. King. Additional requirements may apply. The below criteria must be met in order for this early release.

Be a senior and:

- k. Be passing at least 5 units for the preceding semester and on-track for graduation.
- l. Maintain an acceptable attendance record (90%)
- m. Maintain an acceptable scholastic record (C average)
- n. Maintain acceptable school conduct (no record of suspensions or expulsions)
- o. Have fulfilled end of course exam requirements for graduation

Additionally, the following must be filled out;

Student Name: _____

What additional period are you wanting to be released from? No late arrival will be granted and you may not come and go from school. _____

Please explain why you feel it is necessary for you to not attend Logan Elm during that period.

What are your documented plans for after high school graduation?

If approved, it is understood and accepted that a student will return to school full time if they have fallen below the standards described above, or are truant. Early release is a privilege, not a right, and no warnings will be issued if a student fails to meet the requirements. Students with senior early release are expected to sign out in the high school office and leave school grounds immediately. Students are not permitted to stay on school grounds after they have signed out.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

FOR OFFICE USE ONLY

____ Attendance ____ Grades ____ Credits ____ EOC Exams ____ Conduct
____ Approved ____ Rejected

Counselor signature: _____

Date: _____

Dr. Robinson signature: _____

Date: _____

Mr. King signature: _____

Date: _____

____ Approved ____ Rejected Reason for Approval/Denial: _____



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Work Based Learning Early Release Form

In certain circumstances, seniors may be released earlier for the purposes of work and must be approved by the student's instructor or WBL advisor, school counselor and building principal.

The below criteria must be met in order for work release.

Be a senior and:

- Be passing at least 5 units for the preceding semester and on-track for graduation.
- Maintain an acceptable attendance record (90%)
- Maintain an acceptable scholastic record (C average)
- Maintain acceptable school conduct (no record of suspensions or expulsions)
- Have fulfilled end of course exam requirements for graduation
- Be employed and have a work permit on file; be involved in an approved independent study; be engaged in scheduled volunteer or community work on a regular basis
- Work hours fall during the time you are requesting release for.
- Must complete one of the requirements for Work Based Learning.
 - Ohio Means Jobs
 - Pre-Apprenticeship

Student Name: _____

What additional period are you wanting to be released from? _____

Where are you working? _____

What is your work schedule? _____

What Capstone course are you enrolled in? _____

Which Work Based Learning agreement have you filled out and turned in?

_____ Ohio Means Jobs _____ Pre-Apprenticeship

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

FOR OFFICE USE ONLY

_____ Attendance _____ Grades _____ Credits _____ EOC Exams _____ Conduct

Instructor signature: _____ Date: _____

Counselor signature: _____ Date: _____

Mr. King signature: _____ Date: _____

_____ Approved _____ Rejected Reason for Approval/Denial: _____

If approved, it is understood and accepted that a student will return to school full time if they have fallen below the standards described above, stopped working, or are truant. Early release is a privilege, not a right, and no warnings will be issued if a student fails to meet the requirements. Students with senior early release are expected to sign out in the high school office and leave school grounds immediately. Students are not permitted to stay on school grounds after they have signed out.