

For School Use Only

Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

## Sanderson High School Modified Day Form

- This modified day form must be submitted to Students Services by the first 10 days of each term.
- Forms received after the first 10 days of each term will not be guaranteed an approved request.
- Students in grades 9-11 may request a modified schedule only for Wake Tech Career & College Promise (CCP) Course.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

**STUDENTS / FAMILIES ARE RESPONSIBLE FOR UNDERSTANDING THE INFORMATION OUTLINED BELOW**

| Student Initials | Parent Initials | Modified Day and WTCC CCP SHS Policies: If you are a senior and not taking Career College Promise (CCP) classes; then note N/A next to CCP Policies below.  |
|------------------|-----------------|---|
|                  |                 | 1. The student/parent agrees to notify their Sanderson High School counselor of any changes to the student's CCP schedule immediately and provide an updated CCP schedule showing the changes including withdrawal/drop.  |
|                  |                 | 2. The student and parent/guardian understand that the school is not liable for the student when they leave campus for early release or arrive late.  |
|                  |                 | 3. If you are taking a virtual CCP WTCC class and are not able to provide transportation to an off campus location to take your virtual CCP class, then please let your school counselor know.  |
|                  |                 | 4. The student understands that <b>all student athletes</b> must be enrolled in at least 2 courses to be considered a full time student and must pass a minimum of 70% of classes taken during the previous semester to meet scholastic and athletic requirements.  |
|                  |                 | 5. I understand the WTCC attendance policy and know that students can be dropped from a WTCC course if they miss more than <u>10% of the course</u> .   |
|                  |                 | 6. Students must be enrolled at least 50% at Sanderson High School (must take 2 classes onsite at SHS). The student cannot miss any portion of their on campus classes when taking a CCP class.   |
|                  |                 | 7. Dropping courses from your schedule may impact a college or university's decision to admit you. Students are advised to contact the Admissions Office of any college/university they are considering or to which they have already applied. Students are responsible for notifying colleges and universities of any change in their senior schedules after a copy of their transcript has been sent. |
|                  |                 | 8. Please note this is a <i>request</i> and that completing an application <i>does not guarantee</i> that the student will receive a modified day schedule.   |
|                  |                 | 9. Student drivers should remember that NC state law requires students under age 18 to pass at least 75% of their coursework each term. Names of students not meeting this requirement will be forwarded to the DMV for the revocation of his/her driver's permit/license.  |
|                  |                 | 10. Submit this form to the assigned counselor for review. Students will be informed of the decision by their counselor. Students will be responsible for completing all Wake County Public School System Graduation requirements.  |

**Application for Modified Day Instructions: Please answer the following questions by circling your response for each question:**

1. I am requesting an Early Release/Late Arrival in order to take a Career/College Promise Class(es) through Wake Tech CCP:  
 Yes      No
  - a. If you are requesting to take a CCP course you must complete the [WCPSS Dual Enrollment/Cooperative Agreement Course Enrollment Form Grades 9 -12](#), found on the SHS Website-Student Life-Student Services-Course Registration Information.
  - b. Please review the approved [Dual Credit Allowances for Career & College Promise Effective 2021-22 Form](#), found on the SHS Website under Course Registration Information. The WCPSS High School Program Planning Guide lists the approved WCPSS courses that students can take to receive high school credit for their classes taken through CCP. If you have questions regarding the Dual Credit Allowances, please make an appointment with your counselor.
2. **12<sup>th</sup> Graders only:** If you are not requesting Early Release or Late Arrival for CCP then list the reason for your request:  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Indicate if your request is for Early Release or Late Arrival. Indicate which semester(s) and which period(s) you do not want to be on campus:
 

|                              |               |              |         |   |   |   |   |                |
|------------------------------|---------------|--------------|---------|---|---|---|---|----------------|
| a. 1 <sup>st</sup> Semester: | Early Release | Late Arrival | Period: | 1 | 2 | 3 | 4 | Not Applicable |
| b. 2 <sup>nd</sup> Semester: | Early Release | Late Arrival | Period: | 1 | 2 | 3 | 4 | Not Applicable |
4. Please list all of the classes you are okay with dropping in order to accommodate your request, if approved.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**STUDENT AND PARENT/GUARDIAN:**

I, the student, and the parent have read the Modified Day Application, and I, the parent, give permission for my student to have an Early Release or Late Arrival at SHS. I, the parent and student, understand that the student will Leave Early/Arrive Late and will not be allowed on campus during the periods that they have been approved to do so.

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

\_\_\_\_\_  
 Parent/Guardian Name – please print

\_\_\_\_\_  
 Parent/Guardian Hard Copy Signature Date

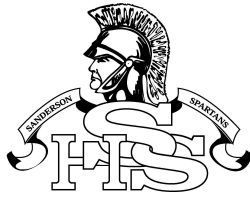
**COUNSELOR REVIEW & ACTION: To be completed by school counselor only**

DATE STUDENT NOTIFIED: \_\_\_\_\_

I, the counselor, have verified that this student is in **good academic standing and on track for graduation** for an Early Release and/or Late Arrival.       APPROVED       DENIED

\_\_\_\_\_  
 Counselor Signature Date

**ADMINISTRATOR ACTION**



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Principal/API Signature

Date