



Sanderson High School Request for Early Release (ER)/Late Arrival (LA) Form for 2024-25

9TH - 11TH GRADE MAY ONLY REQUEST AN ER/LA FOR Wake Tech Career and College Promise (CCP) COURSES

The ER/LA form must be submitted to Students Services no later than May 3rd, 2024.

If this form is received after the May 3rd deadline there will not be a guarantee that this request will be approved.

For School Use Only
Date Received: _____
Staff Initials: _____

Student Name: _____

Student ID# _____

STUDENTS / FAMILIES ARE RESPONSIBLE FOR UNDERSTANDING THE INFORMATION CONCERNING ER/ LA OUTLINED BELOW

Student Initials	Parent Initials	ER/LA and WTCC CCP SHS Policies: If you are a senior and not taking CCP classes; then note N/A next to CCP Policies below.
		1. The student/parent agrees to notify their counselor of any changes to the student's CCP schedule immediately and provide an updated CCP schedule showing the changes. Any CCP course dropped after the first ten days of the WTCC CCP schedule is considered a Withdrawal Fail (WF) on the high school transcript and will have a negative impact on the high school GPA.
		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. The student understands that all student athletes must enroll in and pass 3 classes each semester in order to maintain academic/athletic eligibility.
		4. I understand the WTCC attendance policy and know that students can be dropped from a WTCC course if they miss more than 10% of the course . Please note that according to WTCC policy, two tardies equals one absence. <ul style="list-style-type: none"> • Access policy here: https://www.waketech.edu/catalog/academic-information
		<u>5. Students must be enrolled at least 50% onsite at Sanderson High School; therefore, they must take 2 classes onsite at SHS.</u>
		6. 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.
		7. Please note this is a request and that completing an application does not guarantee the student will receive ER/LA. Schedules will not be rearranged to accommodate an ER/LA request.

STUDENT AND PARENT/GUARDIAN:

I have read the ER/LA Application Form and I give permission for my student to have an Early Release or late arrival from SHS. I understand that my student will Arrive Late/Leave Early and will not be allowed on campus during the periods that they have been granted an Early Release or Late Arrival.

Student Signature _____ Date _____

Parent/Guardian Name – please print _____

Parent/Guardian Signature _____ Date _____

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

DATE STUDENT NOTIFIED: _____

I 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

Principal/API Signature _____ Date _____