2024-2025 Senior Late Arrival/Early Release Guidelines and Procedures

Senior Late Arrival/Early Release may be approved for up to **two** periods:

❖ **Periods available for late arrival or early release:**

1st Period - H7911 Senior Late Arrival
7th Period - H7917 Senior Early Release
8th Period - H7918 Senior Early Release

The Early Release Class is only for seniors who have passed all STAAR EOC tests, are passing all classes and will graduate with their cohort. The period(s) assigned will depend on the availability of the other courses the student is taking.

Special Notes: Senior Early Release Class requires submission of a completed application and requires counselor approval. Students may be released for up to **two** periods a day. Students must be in class on campus for second period for attendance purposes. Students may apply for late arrival/early release class for only one semester if graduation requirements or UIL eligibility warrants. See your counselor with specific questions.

Guidelines

The student must:
- be classified as a twelfth grader for the 2024-25 school year
- be able to complete remaining required credits during the school day in order to graduate on time
- have passed all STAAR EOC Exams
- not be enrolled in a Career Technical Co-op program
- not have any NC's for the second semester of his/her junior year (current semester)
- be in attendance for all scheduled classes
- be present during altered school schedules for testing or special programs
- not be on any NEISD campus during the early release period(s) without permission
- provide his/her own transportation (NEISD transportation will not be provided for students electing to participate in the Senior Late Arrival/Early Release Class program)
- Be enrolled in at least 5 credited classes
- have completed and submitted the application before **4:30 p.m. on May 31st, 2024.**

Procedures

1. The student completes the application and submits it to the counselor by **4:30 p.m. on May 31st, 2024**.
2. The counselor reviews the student's graduation credits, STAAR EOC testing, grade placement status, attendance (semester two NC's) and notes the status on the application.
   a. If the student does not qualify for Senior Late Arrival/Early Release, the counselor shall notify the student and parent. This notification shall be a person-to-person contact, not a message, voice mail or email. This notification must be documented on the application. This step will occur after the STAAR EOC results are reported to the campus. The counselor shall document the notification of the student and parent and arrange for appropriate replacement courses before June 7, 2024.
   b. If the student qualifies, the counselor notifies the student and parent by a message, voice mail or email before June 7, 2024. This notification must be documented on the application. The student's schedule will reflect the approved Senior Late Arrival/Early Release Class period (s).
3. Counselors shall keep all applications (accepted or denied) until after the student has graduated from high school.

2024 – 25 Senior Early Release Class Application

Deadline for Submitting is May 31st, 2024 at 4:30 p.m.

_____

Student's Last Name   **First**   **MI**   **Student ID #**

_____   _____   _____

Parent/Guardian's Name   **Daytime Phone #**   **Cell #**

Please request up to **TWO** from the following class period options:

____ **1st Period (Course H7911)**

____ **7th Period (Course H7917) Must be combined with Course (H7918)**

____ **8th Period (Course H7918)**

Reason(s) for requesting early release class:
____ Work
____ College Attendance
____ Other:_____

Do you participate in activities that require you to attend practice after school? **___** yes **___** no

____ during semester one _____ during semester two

Parent/Guardian's signature below indicates that you have read the guidelines and give your approval:

Parent/Guardian's Signature: _____

Student's Signature: _____

For Counselor Use Only:

Passed all sections of STAAR: _____ yes _____ no   If no, student needs _ ELA _ math _ science _ ss

On schedule to graduate with early release period(s): _____ yes _____no

Total graduation credits earned to date: _____ Number of credits needed to graduate in June:_____

Specific credits needed:_____

Any "No Credits" during second semester - junior year? ____yes _____ no   **Approved by counselor:_____yes _____ no**

Counselor's Signature:_____ **Date**: _____

Parent Contact Documentation: (must be a voice contact or conference if student does not qualify)

_____