



Olentangy High School

675 Lewis Center Road

Lewis Center, Ohio 43035

LATE ARRIVAL / EARLY RELEASE REQUEST FORM

To participate in our late arrival / early release program, students must have a study hall 1st, 2nd, 11th or 12th period (schedule adjustments will not be made). To maintain this **PRIVILEGE** a student **MUST**:

1. Report to Homeroom
2. Have no major or excessive violations of the Student Code of Conduct
3. Have no excessive tardiness and maintain a 95% attendance rate.
4. Pass ALL portions of the OGT Test. (11th and 12th grade students)
5. Maintain at least a quarterly GPA of 2.00 or higher, AND/OR demonstrated improvement from the previous semester.
6. Have a signed late arrival / early release form on file in the Dean of Students Office.
7. Have no outstanding student fees.

****Final Determination of Eligibility Remains with Building Principal, as other relevant factors may need to be considered on a case by case basis.**

Students must follow these regulations:

1. Arrive no sooner than 10 minutes prior to their first class.
2. Must vacate the school building immediately following your last scheduled period.
3. May not loiter in any area inside the school or on school property including any other school properties. If returning from a school sponsored activity, students on late arrival / early release may return after 3:00 p.m. Sitting in cars is prohibited.
4. Responsible for their own transportation. Make arrangements ahead of time for pick up. If driving, you must have vehicle registered in the office.
5. Late arrival / early release must be signed by the student and the parent. No exceptions for 18 year olds.

CONSENT FORM

We have read the regulations criteria for late arrival / early release, and understand them. I am requesting that my student have their schedule amended to facilitate either lat arrival / early release. We understand that we assume sole responsibility for the health and safety of the student during released time.

PRINT STUDENT'S NAME _____

Parent Signature

Student Signature

RETURN TO THE DEAN OF STUDENTS

FOR OFFICE USE ONLY:

_____ **EARLY RELEASE**

_____ **LATE ARRIVAL**

_____ **MEETS CRITERIA**

_____ **DOES NOT MEET CRITERIA**

_____ **MET WITH DEAN OF STUDENTS**

BEGIN DATE _____

T (740) 657-4100 F (740) 657-4199

www.olentangy.k12.oh.us

Our mission is to facilitate maximum learning for every student