

**BOYERTOWN AREA SENIOR HIGH SCHOOL**

Boyertown, Pennsylvania 19512

**REQUEST FOR LATE ARRIVAL /EARLY DISMISSAL**

\_\_\_\_\_ hereby makes application for \_\_\_\_\_  
PRINT Name of Parent/Guardian PRINT Name of Student

\_\_\_\_\_ to be dismissed from the school at the end of the eighth period or arrive to school at the end of first period  
HR Section  
in lieu of attendance in open campus on the following days. Please **initial** the days that your son/daughter is requesting late arrival /early dismissal.

1ST SEMESTER			2ND SEMESTER		
DAYS	LATE ARRIVAL	EARLY DISMISSAL	DAYS	LATE ARRIVAL	EARLY DISMISSAL
1	_____	_____	1	_____	_____
2	_____	_____	2	_____	_____
3	_____	_____	3	_____	_____
4	_____	_____	4	_____	_____
5	_____	_____	5	_____	_____
6	_____	_____	6	_____	_____

ADMINISTRATIVE APPROVAL – SEMESTER \_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

REASON FOR DISAPPROVAL \_\_\_\_\_

Permission for late arrival/early dismissal is granted under the following stipulations:

- ❖ Students will need to receive parent and administrative approval for late arrival/early dismissal at the beginning of each semester. Attendance in assigned open campus will be mandatory at the beginning of the quarter and until approval for late arrival/early dismissal has been obtained. Reason for denial or suspension of the late arrival/early dismissal privilege may include but are not limited to the following:
  - Poor academic progress in one or more subject areas.
  - Poor attendance or tardiness record.
  - Failure to complete assignments regularly in one or more subject areas.
  - Poor social decisions/disciplinary record.

Students whose late arrival/early dismissal privileges are suspended for any of the above reasons are not eligible for reinstatement for a minimum of 20 school days.

1. No schedule changes will be approved to allow for late arrival/early dismissal except in the event the student is enrolled in an approved work-study or cooperative educational program.
2. No student will be granted permission to leave prior to the end of the eighth period or arrive after the end of first period.
3. Late arrival/early dismissal/ is available to students in grades 10, 11, 12.
4. The student must leave the school within 5 minutes of dismissal time. The student must arrive (late arrival) via the BASH Administration entrance.
5. The student is not to loiter in or around the school or community.
6. The student will provide his own transportation; NO school bus transportation will be available for late arrival students in the morning /early dismissal students in the afternoon.
7. The school will not be responsible for the student before /after the above stated arrival/dismissal time.
8. Violations of the above will result in revocation of late arrival/early dismissal privileges.

I understand the above stipulations and assume responsibility for the student named after/before the arrival/dismissal time shown above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian