



REQUEST FOR STUDENT RELEASE TIME FROM SCHOOL

Date: _____

I. Student Information

Name: _____ Birth Date: _____
Last First MI

Address: _____
Street City ZIP

Telephone: _____ Grade: _____
Home Parent's Work/Cell

School: _____ Student Number: _____

Parent/Guardian: _____

II. Reason for Request

III. Courses to be taken outside of the regular K-12 school program:

Course/Program	Location	High School Credit to be Allowed (Grades 9 – 12 Only)

IV. Release Time Requested, inclusive dates: _____

Day(s) of week (check)	Monday	Tuesday	Wednesday	Thursday	Friday
Time requested out of school					
Subject(s) missed					

V. Guidelines

- A. Only courses taken from accredited schools will be accepted for Jordan School District high school graduation.
- B. Students and parents assume the responsibility for student progress for completing courses taken at locations other than the regular schools. Students and parents are also responsible for reporting earned grades and credits to the schools by submitting official school documents for recording on high school transcripts and tracking for graduation requirements.
- C. If the students elect to discontinue the partial day schedule and re-enroll at the schools, they may only do so at the beginning of the next quarter or trimester.
- D. Students must attend courses for which they are registered on a daily basis. They must be registered for **at least half time.**

Utah Administrative Code R277-419-1M

- E. Parents assume full responsibility for student transportation and safety as students leave or are absent from the schools at the release time specified in item IV.
- F. Students will not be released from schools until this document is completed with all required signatures. After the completion of this document, student schedules may be adjusted to reflect class changes and reduced student schedules.
- G. During release time from schools, students are not allowed on campus for any reason without prior administrative approval.

I have read the above stated guidelines and understand my obligations and agree to abide by the guidelines as parent or guardian of the student listed above.

Parent/Guardian Signature

Other required signatures:

Student Signature

Counselor Signature

Principal Signature

Procedure:

- 1. Counselor meets with parent and student to develop an SEOP and assures that the plan will enable the student to meet all graduation requirements.
- 2. Parent and student complete the application form.
- 3. The plan is reviewed and approved by the counselor and school administrator.
- 4. Copies of the approved application form are distributed to:
 - a. The student and parent
 - b. The counselor
 - c. The school principal
 - d. The director of Planning and Student Services
 - e. The area executive director