

**JORDAN SCHOOL DISTRICT**

**REQUEST FOR STUDENT RELEASED TIME FROM SCHOOL  
(less than half a day of school)**

Date \_\_\_\_\_

**I. Student Information:**

Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City Zip

Telephone \_\_\_\_\_ Grade \_\_\_\_\_  
Home Parent's Work

School \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

**II. Reason for Request:**

\_\_\_\_\_  
\_\_\_\_\_

**III. Released Time Requested:**

Days of week Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday [ ]

Time out of school  
each day requested \_\_\_\_\_

**IV. Subjects Missed:** \_\_\_\_\_

**Please Note:**

Parents must agree to provide instruction in the curriculum and content areas that are missed when the student is released from school. The instruction time must equal or exceed the amount of time the student is released from school each day. Remuneration will not be given to the instructor.

**IV. Guidelines:**

- A. Secondary students needing credit toward a high school diploma will not receive credit for released time from school.

In order for credit to be transferred from private schools, adherence to district guidelines must be met.

- B. Coordination and communication between the home and school to ensure quality instruction will be expected when a student is on a released time program.
- C. If concerns or problems are created or exist regarding the progress and adjustment of the student in the program, it may be necessary for further evaluation of this agreement and modification or termination of the student on released time activity.
- D. Parents agree to the school conducting evaluations or testing procedures to monitor the progress of the student as he/she remains in the program.
- E. Parents must assume full responsibility regarding student transportation and safety as the student leaves the school or is absent from the school at the released time specified in item III above. (Released Time Requested)
- F. The student will not be released from school until parents read and understand the guidelines given in this document and have given signature agreement below. The principal, executive director and director of planning and student services will also approve and sign the request form as provided.

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

---

Parent/Guardian

---

Principal

---

Director of Planning & Student Services

---

Executive Director

- Procedure:
1. Principal interviews parent.
  2. Signature of parent and principal on form.
  3. Form sent to area executive director.
  4. Copy of form sent back to principal with all signatures on form.
  5. Principal sends copy of form to parents.