

West Ashley High School 2021-2022 Late In / Early Out Application Form

Late Ins and Early Outs are privileges for **Seniors** in good standing with West Ashley High and who are on schedule to meet **ALL** graduation requirements at the end of the school year.

Late In / Early Out Rules:

1. Students **CANNOT** be on campus prior to 10 minutes before their first class.
2. Student **CANNOT** loiter in a teacher's classroom during the time of their Late In or Early Out
3. Students **MUST** leave campus immediately after their last class.
4. Students **MUST** have their Late In / Early Out badge to leave campus.
5. Students are **NOT** allowed to loiter in the Student Parking Lot after arriving at school.
6. Students are **NOT** allowed to enter the building until the bell rings for class change.
7. Schedules will **NOT** be adjusted to accommodate Late Ins / Early Outs.
8. Students **MUST** be on track to fulfill graduation requirements (**must be college and/or career ready**).
9. Students **MUST** have fees paid and return all outstanding textbooks.
10. In order to receive a Late In or Early Out, students **MUST** complete and turn in this form to the School Counseling Office on or before **Friday, March 19, 2021 by 3:00 p.m.**
11. Student attendance and discipline from second semester will be used to determine **initial** 2021-2022 approval (**including 2/8/21-3/19/21**). Attendance and discipline through **6/19/21** will be used for **final** approval.

By signing below, I agree to follow the rules listed above. I acknowledge that a violation of these rules may result in disciplinary action. I understand that repeated violations will result in the LOSS of my Late In or Early Out privileges. Parents are encouraged to take a photo or keep a copy of the application before submission.

To be completed by Student and Parent / Guardian:

(Please print the below information. Illegible forms will be denied.)

Student's Full Name: _____ Date: _____

Counselor's Name: _____

Student's Mode of Transportation: _____ Parking Permit #: _____

**If no parking permit number is available, please indicate if a parent/guardian will provide transportation in the designated section OR if another mode of transportation is available. Parent/guardian must initial mode of transportation.*

I am requesting: (Please choose **ONE** of the following.) _____ Late In _____ Early Out _____ Either (indicates Late In / Early Out).

Signature of Student: _____

Signature of Parent / Guardian: _____

*Once completed, please return this form to the School Counseling Office. If approved, Seniors **may** be required to attend an information session. Students **may** also receive a Late In or Early Out pass from an administrator at the start of the applicable semester. It is possible for students to have late in or early out, but their schedule must have room for both.*

For Office Use ONLY

Counselor Approval: _____ Date: _____

Administrator Approval: _____ Date: _____