

# West Ashley High School 2020-2021 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 **Wednesday, April 1, 2020 by 3:00 p.m.**
11. Student attendance and discipline from second semester will be used to determine **initial** 2020-2021 approval (**including 1/20/20-3/31/20**). Attendance and discipline through **6/5/20** 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. 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** also be required to attend an information session. Students will receive a Late In or Early Out pass from an administrator at the start of the applicable semester.*

---

## For Office Use ONLY

Counselor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_