



## Lucy Beckham High School Late-In & Early-Out Pass Agreement

Name: \_\_\_\_\_ Grade: 11th or 12th

**Students may have Late-In or Early-Out privileges with principal approval under the following conditions:**

1. **MUST** be a **Junior** taking at least seven courses, or a **Senior** taking at least five courses, for credit for the year, on track for graduation and passing all of their classes.
2. A minimum of **FIVE** class periods a day per semester are **REQUIRED**.
3. Students must have their own transportation to and from school; and if driving, **MUST** have a school parking pass, with all paperwork turned in **BEFORE** applying for a Late-In or Early-Out.
4. Students who for any reason have a temporary problem meeting all conditions of the agreement must request assistance from their assigned Assistant Principal immediately.
5. **Juniors may apply for a Late-In OR an Early-Out, not both. Seniors may apply for both, provided all other requirements are met.**

**Students with Late-In or Early-Out privileges must be aware of special bell schedules and must adjust accordingly. Special bell schedules are necessary for standardized testing days, Early Release Days, Half Days, and first 10 days of school.**

**ALL PASSES MUST BE WORN WITH ID AND WILL BE CHECKED DAILY. STUDENTS MUST FOLLOW ALL SCHOOL POLICIES OR PRIVILEGE WILL BE SUSPENDED.**

Any student who violates any of the above conditions may have their pass revoked, be assigned study hall, lose their parking pass, and/or receive further disciplinary action.

Privilege Requested:  Late-In  Early-Out  CAS (Center for Advanced Studies)  Elevator  
 Term:  1<sup>ST</sup> Semester  2<sup>nd</sup> Semester  All Year

Reason you are requesting Late-In/Early-Out privileges: \_\_\_\_\_  
 \_\_\_\_\_

Mode of Transportation:  Driving  Parent Pick-up  Other: \_\_\_\_\_

If Driving, Parking Tag #: \_\_\_\_\_ Period or Block requested for Pass: \_\_\_\_\_

*Our signatures indicate that we have reviewed and agree to the requirements and conditions for Late In and/or Early Out privileges.*

Student Name: \_\_\_\_\_ Student Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Email: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Daytime Phone: \_\_\_\_\_

**PLEASE CHECK THE SPECIFIC TAG(S) YOU ARE REQUESTING**

- LATE IN  
  3RD BLOCK  
  5TH PERIOD  
  6TH PERIOD  
  4TH BLOCK  
  7TH PERIOD  
  8TH PERIOD  
 CAS 2ND BLOCK  
 CAS 3RD BLOCK  
 CAS 4TH BLOCK  
 ELEVATOR



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FOR ADMINISTRATIVE USE ONLY

GRADE LEVEL:			GRADES:		
# OF COURSES FOR THE YEAR:			# OF PERIODS PER DAY:		
TRANSPORTATION:			PARKING TAG PW:		
PASS LENGTH: <input type="checkbox"/> 1 <sup>ST</sup> SEM <input type="checkbox"/> 2 <sup>ND</sup> SEM <input type="checkbox"/> ALL YEAR			<input type="checkbox"/> LATE-IN		<input type="checkbox"/> EARLY-OUT
PERIOD/BLOCK REQUESTED:					
SPECIAL CIRCUMSTANCE:					
ADMIN SIGNATURE:				DATE:	
<input type="checkbox"/> DENIED:					
<input type="checkbox"/> APPROVED		<input type="checkbox"/> PASS PRINTED		DATE:	