

Guilderland High School

Guilderland Central School District

www.guilderlandschools.org

P.O. Box 37, 8 School Road, Guilderland Center, NY 12085 (518) 861-8591 FAX (518) 861-5874

MARIE WILES, Ph.D.
Superintendent of Schools

LISA KNOWLES
Special Education Administrator

THOMAS LUTSIC
Principal

ANN-MARIE MCMANUS
Assistant Principal

Early Dismissal/Late Arrival Parental Permission Form

I give permission for my twelfth grade son/daughter to change his/her Study Hall into a Late Arrival (during block 1 or 1-2 combination) or an Early Dismissal (during block 4 or 3-4 combination). (This privilege does not extend to those students who only have a block 2 or a block 3 free, he/she will be assigned to a study hall in the Senior Lounge.) I understand my son/daughter must be a senior to receive this privilege, and any academic or behavioral infractions may result in the loss of the privilege. No schedule changes will be made to accommodate the creation of a Late Arrival or an Early Dismissal.

I understand that my child must adhere to all school policies when arriving and departing school as outlined by the student handbook and in accordance with policies as set forth by the Guilderland Central School District and Guilderland High School.

Block(s) Requested for Off Campus Permission:

<u> </u> 1 AC	<u> </u> 2 AC	<u> </u> 3 AC	<u> </u> 4 AC
<u> </u> 1 BD	<u> </u> 2 BD	<u> </u> 3 BD	<u> </u> 4 BD

Student Name _____
(please print)

Student Signature _____

Parent/Guardian's Name: _____
(please print)

Parent/Guardian's Signature: _____

This completed form must be given to the student's school counselor for the schedule to be changed and to officially take effect.

All students who have late arrival are expected to report directly to the Attendance Office to sign in for attendance purposes. Any child who is late for their block 2 or 3 class will be considered tardy and will be subject to the same disciplinary consequences as a student who is expected to arrive at 7:30 a.m.

Students with an unexcused tardy will be considered late to class and may be subject to disciplinary consequences by their teacher and/or Administrator. After six lates (*per semester*) excused or unexcused, Extended Detention will be assigned for each occurrence of tardiness. Unexcused tardiness to class is considered late to class and additional consequences may be imposed by the classroom teacher. Any student who finds that some EXTRAORDINARY CIRCUMSTANCES are causing unavoidable recurring tardiness to school should discuss the problem with the appropriate Administrator BEFORE the student reaches six (6) tardies.