



Late Arrival/Early Release Application

Current Seniors Only

Seniors at Ballston Spa High School are invited to apply for late arrival/early release privileges. These options are available to **fully prescribed** seniors who are scheduled for study halls at the beginning or end of the school day. Eligibility requirements for senior privileges are based on academics, attendance, and conduct. ***Students must also have their own method of transportation in order to arrive late and leave early.***

To earn or maintain late arrival/early release, you are expected to satisfy all of the requirements below:

- 1.) **Academics:** Earn a passing grade for **all** courses.
- 2.) **Attendance:** Student attendance in school is an important component of student success. Late arrival/Early release/ privileges can be revoked if a student exceeds:
 - a. 7 or more unexcused tardies to school per semester
 - b. 7 or more unexcused absences per semester
- 3.) **Student Code of Conduct:** Students are expected to adhere to the Code of Conduct. It is available in both the student's agenda and on the Ballston Spa High School website.

IMPORTANT: Grades will be reviewed at the end of each quarter. Privileges will automatically be revoked if a student fails to comply with the above criteria. **An email will be sent to students from administration via Ballston Spa Gmail accounts to notify them of privilege removal.** Students will have the chance to have their privileges reinstated after the Interim grades are finalized. These forms can be found in the Assistant Principal's office or attached to the email sent by administration. It is the responsibility of the student to check their school email accounts for various notifications.

Sign In/Sign Out Procedure

Students must enter/exit the building from the main lobby. It is the student's responsibility to sign in and out of the school at the approved times with the Attendance Office.

NOTE: If a student needs to arrive prior to their scheduled late arrival time and/or stay beyond their early release time, a pre-signed pass must be obtained and submitted to attendance indicating such. If a student is not meeting with a specific staff member, a pre-signed pass from the Assistant Principal's office is required in order to be allowed in the building.



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Application Procedure:

1. Seniors must indicate the days they are applying for in the table below. Signatures from both the applicant and a parent/guardian are required in order to be considered for these privileges.
2. Seniors must submit their application for approval to their School Counselor, who will review their schedule to ensure they are fully prescribed, and are in good academic standing. Once credits are confirmed, the students must submit the application to an Assistant Principal, who will review their attendance and discipline record.
3. This privilege will be in effect when the Assistant Principal signs it.

Privilege Preference(s): Late Arrival only _____ Early Release only _____ Both _____

Student's Name (Print): _____

Student's School Counselor: _____

Student's Signature: _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____

Office Use Only

Fully Prescribed: Yes _____ No _____ School Counselor initials: _____ Date: _____

DAY	Late Arrival Time	Early Release Time
A		
B		
C		
D		

Passing **all** courses (N/A for beginning of school year): Yes _____ No _____ Administrator initials: _____ Date: _____

Adheres to attendance policies: Yes _____ No _____ Administrator initials: _____ Date: _____

Adheres to code of conduct policies: Yes _____ No _____ Administrator initials: _____ Date: _____