

STUDENT RELEASE FROM SCHOOL REQUEST

ACADEMIC RELEASE

NON-ACADEMIC RELEASE

(Specialized training, medical accommodations, mitigating circumstances, etc.)

School: _____ Date: _____

Grade: _____ Graduation Year: _____

Student Information

Last Name	First Name	Middle Initial	Student Number
Address	City	State	Zip Code
Parent(s)/Guardian(s) Full Name(s)			Date of Birth
			Phone Number(s)

Release Information

Release Begins: _____ Date (DD/MM/YYYY)

Release Ends: _____ Date (DD/MM/YYYY)

Reason for Request:

RELEASED TIME CALCULATION

Student membership is calculated according to the number of hours or class periods for which the student actually was enrolled in relation to the number of hours or class periods for which a full-time student would have been enrolled. (See R277-419-6 Student Membership Calculations.)

PLEASE CALCULATE TO THE NEAREST HOUR OR PERIOD RELEASED.

Hour(s)/Period(s) Per Day Released

Course/Class Missed	Monday	Tuesday	Wednesday	Thursday	Friday

Courses Taken Outside of School - ACADEMIC RELEASE ONLY

Course/Program Taking	In Lieu of Course Released	Location	Allowable HS Credit

Does the student <u>currently</u> have release time? (i.e. Seminary, Work Release, etc.)	Total Hours/Periods Requested (for this release form)	Total Enrollment Time Released (Percentage of Time Released)
YES NO		

Planning & Student Services Use:

Total Hour(s)/Period(s) Missed Per Day: _____ Total Periods Missed Per Week: _____ Percentage of Time ENROLLED: _____

Verified By: _____ Date: _____

Guidelines

- Secondary students who need credit for high school graduation requirements may not necessarily receive credit for release time from school. In order for credit to be granted and transferred from private schools, tutorial schools, or electronic on-line schools, the school(s) must be **accredited** from AdvancEd (www.advanc-ed.org) or another national accrediting body recognized by the Utah State Office of Education. Parent(s)/Guardian(s) are responsible to ensure this occurs.
- Parent(s)/Guardian(s) assume full responsibility for the student’s transportation and safety as they leave or return from their release time.
- During release time from school, students are not allowed on campus for any reason without prior administrative approval.
- **PARENT(S)/GUARDIAN(S) & STUDENT(S)** assume all responsibility for the student’s progress for completing courses taken at locations other than the regular school, particularly if the courses taken are for **academic** credit. Student(s) and parent(s)/guardian(s) are also responsible for reporting earned grades and credits to the school by submitting official school documents for recording on high school transcripts and tracking for graduation requirements. The school is NOT responsible for any financial compensation for instruction or services provided to the student who is released based on this agreement.
- **If this Student Release Form is for NON-ACADEMIC reasons, parents must agree to provide instruction in the curriculum and content areas that are missed when the student is released from school.** The instruction time must equal or exceed the amount of time the student is released from school each day. The school is NOT responsible for any financial compensation for instruction provided to the student who is released based on this agreement.
- Coordination and communication between the home and school to ensure quality instruction is expected when a student is on a release time program.
- If concerns or problems become apparent or exist regarding the progress and adjustment of the student in the program, it may be necessary to further evaluate, modify, or terminate the student’s release time program.
- Parent(s)/Guardian(s) agree to allow the school to conduct evaluations or testing to monitor the progress of the student as they remain in the program.
- Elementary teacher(s) and/or secondary counselor(s) and parent(s)/guardian(s) determine any IEP¹/PCCR²/SEP³ revisions to assure the student’s educational needs are met. The PCCR also aids in determination of the percent of enrollment. **If a secondary student (grades 7-12) elects to discontinue the partial day schedule and re-enroll at the school, they may only do so at the beginning of the next quarter.**
- The student will not be released from school until this document is completed with all required signatures. After the completion of this document, the student’s schedule will be adjusted to reflect the amount of time enrolled at the school.

I have read the guidelines stated above and understand my obligations and agree to and will abide by the guidelines established herein as the custodial legal parent or guardian of the student listed.

IEP/PCCR/SEP Reviewed/Discussed/Revised on:

DATE: _____

Parent/Guardian Signature

Student Signature

Elementary Teacher/Secondary Counselor Signature

Principal Signature

Administrator of Schools Signature

Consultant, Planning and Student Services Signature

Student Release Process

- Parent and student complete the application form with the input from appropriate school personnel.
- Elementary teacher/secondary counselor and parent review application and make adjustments as needed to ensure the educational needs of the student are in agreement with district and school policy.
- Submit application to school administrator for signature.
- Submit application to appropriate Administrator of Schools.
- Submit application to Planning and Student Services for signature and processing.

ORIGINAL: Student’s Cumulative File
COPIES: Parent/Student
Planning & Student Services

¹ IEP – Individual Education Plan
² PCCR – Plan for College and Career Readiness
³ SEP – Student Education Plan