

**HOLLY SPRINGS HIGH SCHOOL**  
**LATE ARRIVAL/EARLY RELEASE REQUEST FORM**  
*\*Only students participating in an Internship or Dual Enrollment  
(Huskies) Program will be considered*

Date Received  
\_\_\_\_\_

Time Line to Submit Request April 15 – May 15

Notification of Approval/Denial May 15 – May 31

**SECTION A**

**Parent Request** (To be completed by student/parent and submitted to Student Services)

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

I request permission to have the following period(s) of early release time for the school year \_\_\_\_\_ - \_\_\_\_\_.

(Check one or both semesters, then check one option per semester):

\_\_\_ **SEMESTER 1** - \_\_\_ 1<sup>st</sup> Period \_\_\_ 1<sup>st</sup> & 2<sup>nd</sup> Periods \_\_\_ 3<sup>rd</sup> & 4<sup>th</sup> Periods \_\_\_ 4<sup>th</sup> Period

\_\_\_ **SEMESTER 2** - \_\_\_ 1<sup>st</sup> Period \_\_\_ 1<sup>st</sup> & 2<sup>nd</sup> Periods \_\_\_ 3<sup>rd</sup> & 4<sup>th</sup> Periods \_\_\_ 4<sup>th</sup> Period

**Please attach a statement detailing student's reasons for requesting early release  
(Include a copy of completed internship or dual enrollment form, education/career plans  
after graduation, as well as any medical documentation, as appropriate)**

Please check one of the statements below:

\_\_\_ My signature verifies that I have contacted the colleges/universities in which I plan to apply and determined that early release will not affect my admission.

\_\_\_ My signature verifies that I do not plan to attend a 4-yr college/or university after graduation.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Parent / Guardian Signature of Approval

\_\_\_\_\_  
Date

**SECTION B**

**Counselor Review** (To be completed by the counselor and submitted to the Principal)

My signature verifies that I have reviewed this student's record, met with the student and/or parent, and reviewed the conditions associated with promotion/graduation. This student is on track for graduation.

\_\_\_\_\_  
Signature of Counselor

\_\_\_\_\_  
Date

**SECTION C**

**Principal Resolution**

\_\_\_ **Approved**

\_\_\_ **Denied**

Explanation: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date