



COMMACK HIGH SCHOOL

Carrie Lipenholtz, Principal



Matthew P. Keltos, Vice Principal

Eric P. Biagi, Assistant Principal

Andrea M. Allen, Assistant Principal

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SENIOR LATE ARRIVAL/ EARLY RELEASE REQUEST FORM

REQUESTS MUST BE HANDED IN BY MAY 1ST TO BE CONSIDERED

Late Arrival

Senior students electing to have Late Arrival must complete the information requested below, sign and submit this form to his/her counselor. To be eligible for Late Arrival, the following criteria must be met:

- The student must be passing all courses required for graduation in Spring of Junior year.
- The student must be eligible to graduate in June of his/her Senior year.
- The student with Late Arrival will be expected to be in the building no less than five minutes before his/her period 2 class (8:17 a.m.) *Period 2 begins at 8:22 a.m.*
- The student must provide his/her own transportation.
- Students who are granted Late Arrival will not be permitted to freely navigate the building; they will be expected to report to a supervised location upon his/her arrival.

Early Release

Senior students electing to have Early Release during period 9 must complete the information requested below, sign and submit this form to his/her counselor. To be eligible for Early Release, the following criteria must be met:

- The student must be passing all courses required for graduation in Spring of Junior year.
- The student must be eligible to graduate in June of his/her Senior year.
- The student or his/her parent must provide transportation home at 1:39 p.m. (end of period 8). Students with Early Release will not be permitted to freely navigate the building; however, a supervised location will be available for those students who prefer to remain on campus through the remainder of the school day for after school activities.

Late Arrival/ Early Release is a PRIVILEGE. Senior students failing courses required for graduation, or who have behavior or attendance issues, risk having Late Arrival/ Early Release revoked. All Late Arrival/ Early Release privileges will be reviewed at the conclusion of each marking period.

Please note that Late Arrival / Early Release requests are subject to course offerings, availability and scheduling constraints. Program changes to secure Late Arrival/ Early Release will not be permitted. If you have any questions regarding the Late Arrival/ Early Release options, please contact your child's counselor.

Student Name: _____ Counselor Name _____

Please be advised, that a student may request Late Arrival **OR** Early Release, **NOT BOTH.**

I give permission for my son/daughter to request Late Arrival.

I give permission for my son/daughter to request Early Release.

I further understand that my son/daughter must take the required number of courses (minimum of 5 credit-bearing courses plus Physical Education each semester) in order to satisfy the requirements for graduation.

Print Name of Parent/Guardian

Parent/Guardian Signature

Parent/ Guardian Telephone

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