



EARLY RELEASE GUIDELINES

An early release waiver is a privilege that is available to certain qualified **seniors only**. Requests are not automatically granted. All applications must be reviewed by the building principal and MCPS Superintendent or their designee.

The following criteria will be applied to all early release requests:

REGULATIONS

1. Early release may be requested under the following conditions:
 - a. **Study Related** - A student wishes to pursue a program of college level work that is not a part of any course being taken for a Carnegie unit credit and which requires the student to be away from the school building during the regular school hours. The student must provide proof of college enrollment and provide progress reports once a month to the building principal. Students need to be in 3 consecutive high school classes during the school day and be early release for 4th block. Students granted early release under this option will only receive early release for the semester related to the college class. Students that desire early release during the entire school year will need to show proof of college enrollment for both semesters. If the student does not show proof of enrollment for each semester, the early release will be terminated and the student will be scheduled for a class at the high school.
 - b. **Career Related** - A student wishes to begin his/her chosen career while still in high school. Career is defined as the student's long-term choice for earning a livelihood to which the student has made a commitment. Students are required to provide proof of employment each month. Hourly jobs of a short-term nature are not included in this option. An additional application for Work-based Learning Marketing Co-op or Internship will be required.
 - c. **Financial/Family Hardship** - A student must work during the time he/she would ordinarily be in school to earn money to enable the student to provide for his/her essential needs in order to remain in school or to contribute a significant portion to his/her family income. In case of a family hardship, the student must provide documented bona fide reasons for requesting to leave school early. Students are required to provide proof of employment each month. An additional application for Work-Based Learning Marketing Co-op or Internship will be required. An Early Release Need-Based Income Verification Form must be completed and approved.
2. **All early release students enrolled in a work-based learning program must submit weekly timesheets and paperwork to the work-based learning specialist. Failure to submit paperwork may result in losing early release approval.**
3. In order to apply for early release, the student must be eligible for graduation in June of the current academic year.
4. All requests for early release must be received no later than the fifth day of the semester

unless extenuating circumstances are determined. Marketing Co-op is a year long program and the application must be received by the fifth day of the first semester.

5. If at any point the student no longer meets one of the three conditions of early release, he/she will be given a full schedule and be required to attend school for the entire day.
Approved early release may be revoked for the following reasons (and the student will then be scheduled for the full school day):
 - a. termination of employment, study or career related activity
 - b. failing or in danger of failing any course
 - c. chronic disciplinary problems at school
 - d. chronic attendance problems
 - e. failure to follow the regulations established for the early release program
6. The student may leave only at the end of the designated class period. Students may not re-enroll after the **fifth day of class**.
7. Early release students will be required to rearrange their out-of-school schedules in order to participate in mandatory senior activities such as graduation practice, special testing programs, or semester examinations.
8. The following items **must** accompany the request for early release:
 - a. **Parent/Guardian Early Release Agreement** - For any student 18 years of age or older who has established an independent residence, separate & apart from his/her parents or guardians the student is permitted to complete such a statement on his/her own behalf.
 - b. **Student Early Release Agreement (part IV of the Parent/Guardian agreement)**- For all students regardless of age.
 - c. **Employer/Advisor Early Release Statement**- The appropriate form must be completed that is relevant to the condition of the request.
 - d. **Verification Signature Page** - This agreement must be signed by the counselor, building administrator and superintendent designee.
 - e. **Graduation Verification Page**- This must be completed by the school counselor. Students must be scheduled for all courses needed for graduation in order to be eligible for early release.
 - f. *****Additional required forms once school begins and the student meets with the work-based learning specialist. (Training Agreement, Time logs, etc.)**
9. The completed early release application packet is returned directly to the school counseling office prior to the fifth day of the semester.
10. No schedule changes will be made until the **principal and superintendent or their designee** has officially approved the early release request.



PARENT/GUARDIAN AND STUDENT EARLY RELEASE AGREEMENT

I. Basic Information

Student Name: _____
Parent/Guardian Name: _____
Parent/Guardian Telephone No: (Home/Cell) _____ (Work) _____
Student/ Telephone No: (Home/Cell) _____

II. In order to be eligible for Reason for Request (Check one option)

_____ Study Related _____ Career Related* _____ Financial/Family Hardship*

*Students participating in Marketing Cooperative Education must be enrolled in Marketing first semester, Marketing Co-op all year, and have a minimum of 280 hours per school year at their place of employment and will receive one high school credit. Students participating in an Internship must be enrolled in a corresponding career and technical education course. Internships with a minimum of 280 hours will award one high school credit.

III. Explanation for Request

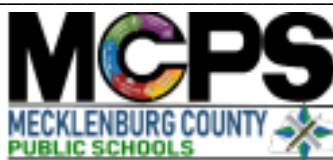
(Parent/Guardian must explain any reason for making a request for early release.) If requested option 3 or Financial or Family Hardship, the parent/guardian must request and attach the Early Release Need-Based Income Verification Form. Attach additional sheets if needed.

IV. Signed Agreement (Parent and student must review all regulations and sign the statement below.)

We have carefully reviewed and understand all outlined regulations governing early release. We also understand, if approved, the early release will be revoked for violation of the stated regulations governing the program.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



EMPLOYER/ADVISOR EARLY RELEASE STATEMENT

I. Basic Information

Student Name: _____

II. Employer Information

Business/Company/Institution Name: _____

Business/Company/Institution Address: _____

Business/Company/Institution Telephone No: _____

The named student will be employed/enrolled in the following capacity for the time indicated:

Job Title: _____

Days of Week: (Circle all that apply.)

Monday Tuesday Wednesday Thursday Friday

Work/Activity/Course Begin at: _____ A.M. or P.M. End at: _____ A.M. or P.M.

Projected Number of Hours Worked During the School Year: (Circle)

Minimum of 140-279

Minimum of 280(Required for Co-op and to be released after second block all year)

Employer's Signature: _____ Date: _____

Job Title: _____



VERIFICATION SIGNATURE PAGE

I. Basic Information

Student Name: _____

II. School Counselor Verification

If early release is approved, this student will meet all required units for graduation by June of the current school year. Please complete the attached Graduation Verification Page.

Counselor's Signature: _____ Date: _____

II. Principal's Verification

The early release request has been reviewed.

_____ Approved(circle): Marketing Cooperative Education or Internship

_____ Denied

Principal's Signature: _____ Date: _____

III. Superintendent Designee's Verification

The early release request has been reviewed.

_____ Approved(circle): Marketing Cooperative Education or Internship

Enroll in corresponding course(s): _____

_____ Denied

Superintendent's Designee: _____ Date: _____

