

## STUDENT RELEASE FROM SCHOOL REQUEST

**ACADEMIC RELEASE – Form A**

**NON-ACADEMIC RELEASE – Form B**

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

School: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

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

Release Information – Form A & B						
Release Begins: _____ <small>Date (DD/MM/YYYY)</small>			Release Ends: _____ <small>Date (DD/MM/YYYY)</small>			
<b>Reason for Request:</b>						
<b>Subject(s) and/or Courses Missed</b>			<b>Minutes PER-DAY Released</b>			
	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL
<b>Courses Taken Outside of School - Academic Release - Form A ONLY</b>						
Course/Program	Location				Allowable HS Credit	
<b>Student Currently Has Released Time:</b> <small>(Work release, Seminary, etc.)</small>						
<input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>Type of Release:</b> _____			<b>Time Released:</b> _____			
<b>Notes/Comments:</b>						

PLANNING AND STUDENT SERVICES ONLY:		
RELEASED TIME CALCULATION	Minutes	Percentage
Total Time Released Per DAY.	[ ]	[ ]
Total HOURS Per WEEK.	[ ]	[ ]
Total of <b>PERCENTAGE OF TIME</b> enrolled at school.		[ ]

**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](http://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 IEP<sup>1</sup>/PCCR<sup>2</sup>/SEP<sup>3</sup> 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

\_\_\_\_\_  
Administrator of Schools

\_\_\_\_\_  
Consultant, Planning and Student Services

**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

<sup>1</sup> IEP – Individual Education Plan

<sup>2</sup> PCCR – Plan for College and Career Readiness

<sup>3</sup> SEP – Student Education Plan