



JORDAN SCHOOL DISTRICT

**REQUEST FOR STUDENT RELEASE TIME FROM SCHOOL**

**NOTE: If the student is taking a course through Utah Students Connect through Jordan School District or grades 9-12 through the Statewide Online Education Program (SOEP) this form does not need to be completed.**

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

**I. Student Information**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City ZIP

Telephone: \_\_\_\_\_ Grade: \_\_\_\_\_  
Home Parent's Work/Cell

School: \_\_\_\_\_ Student Number: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

**II. Educational reason for request: \_\_\_\_\_**

**III. Courses to be taken outside of the regular K-12 school program:**

Course/Program	Location	High School Credit to be Allowed (Grades 9 – 12 Only)

**IV. Release Dates Requested, start & end (month/day/year): \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_**

	Monday	Tuesday	Wednesday	Thursday	Friday
Check day(s) missed					
Time requested out of school					
Subject(s) missed					

**V. Guidelines**

- A. Secondary students needing 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, and electronic on-line schools, the schools must be accredited from an AdvancEd accredited source or another nationally accrediting body recognized by the Utah State Office of Education. For more information regarding accreditation: <http://www.schools.utah.gov/curr/accred/>.
- B. Students and parents assume the responsibility for student progress for completing courses taken at locations other than the regular schools. Students and parents are also responsible for reporting earned grades and credits to the schools by submitting official school documents for recording on high school transcripts and tracking for graduation requirements.
- C. If the students elect to discontinue the partial day schedule and re-enroll at the schools, they may only do so at the beginning of the next quarter.
- D. Parents assume full responsibility for student transportation and safety as students leave or are absent from the schools at the release time specified in item IV.
- E. Students will not be released from schools until this document is completed with all required signatures. After the completion of this document, student schedules may be adjusted to reflect class changes and reduced student schedules.
- F. During release time from schools, students are not allowed on campus for any reason without prior administrative approval.

**I have read the above stated guidelines and understand my obligations and agree to abide by the guidelines as parent or guardian of the student listed above.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Elementary Teacher Signature (ILP/IEP Revised: \_\_Yes \_\_No)**

\_\_\_\_\_  
**Secondary Counselor Signature (Plan for College & Career Readiness (PCCR)/IEP Revised: \_\_Yes \_\_No)**

\_\_\_\_\_  
**Principal Signature (or designee)**

**Procedure:**

1. Elementary teacher or secondary counselor meets with parent and student to develop or revise an ILP/PLAN FOR COLLEGE AND CAREER READINESS (PCCR) and assures that the plan will enable the student to meet all graduation requirements. The ILP/PLAN FOR COLLEGE AND CAREER READINESS (PCCR) also aids in determination of the percent of enrollment.
2. Parent and student complete the application form.
3. The plan is reviewed and approved by the counselor and principal or designee.
4. Copies of the approved application form are distributed to:
  - a. The student and parent
  - b. The elementary teacher or secondary counselor
  - c. The school principal or designee
  - d. The director of Planning and Student Services