



FORM B

Specialized training, medical accommodations, or mitigating circumstances

JORDAN SCHOOL DISTRICT

REQUEST FOR STUDENT RELEASE TIME FROM SCHOOL

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. Reason for request: _____

III. 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					

Please Note: 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. Remuneration will not be given to the instructor.

IV. 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. Coordination and communication between the home and school to ensure quality instruction will be expected when a student is on a release time program.
- C. If concerns or problems are created or exist regarding the progress and adjustment of the student in the program, it may be necessary for further evaluation of this agreement and modification or termination of the student's release time program.
- D. Parents agree to the school conducting evaluations or testing procedures to monitor the progress of the student as they remain in the program.
- E. 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 III.
- F. Students will not be released from schools until parents read and understand the guidelines given in this document and give signature agreement below. The principal or designee, administrator of schools, and director of Planning and Student Services will also approve and sign the request form as provided.
- G. During release time, 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

Principal (or designee)

Elem. Teacher (ILP/IEP Revised: Yes No)

Secondary Counselor (Plan for College and Career Readiness)(PCCR)/IEP Revised: Yes No)

Consultant, Planning / Student Services

Administrator of Schools

Procedure:

1. Parent and principal or designee discuss guidelines and required information.
2. Parent and principal or designee sign the form.
3. Elementary teacher or secondary counselor and parent determine ILP/PLAN FOR COLLEGE AND CAREER READINESS (PCCR) revision to assure that student's education needs are being met. The ILP/PLAN FOR COLLEGE AND CAREER READINESS (PCCR) also aids in determination of the percent of enrollment.
4. Form is sent to administrator of schools for signature.
5. Form is sent to Department of Planning and Student Services for signature.
6. Copy of completed form is sent to the school (principal, designee or counselor) and administrator of schools.
Principal or designee sends a copy of the signed form to parents.