

## STUDENT RELEASE FROM SCHOOL

<b>School</b>		<b>Date</b>	
<b>Student/Guardian Information:</b>			
Student Last:		Student First:	
Student ID:	Date of Birth:	Grade:	
Guardian Last:	Guardian First:	Phone:	
Student's Address:			City, Zip:
Release Begins:		Release Ends:	
Reason for Release:			

USE ONLY ONE CALCULATION METHOD

<b>Non-Academic Release (Periods):</b>		
Number of Periods Per Day OR Periods in Block	Number of Periods Missed	Percent Enrolled

<b>Non-Academic Release (Hours):</b>		Enter hours to the nearest quarter-hour or 0.25.
Number of Hours Missed	Number of Days Per Week Release Will Occur	
		Percent Enrolled:

Mark student as **"Part-Time" in Skyward** and enter the enrollment percentage for the calculation method used. If student has already had an enrollment release this year, recalculate the cumulative release and resubmit a new total enrollment percentage.

<b>Academic Release:</b> Courses taken outside of school <u>through approved providers</u> . No reduction in attendance percentage.			
Course/Program	Taken In Lieu of Course	Location	Allowable HS Credit

If concerns or problems become apparent 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. See reverse side for additional conditions of release.

I have read the guidelines in this document (front and back), 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.

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

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

\_\_\_\_\_  
 Elementary Teacher or Secondary Counselor Signature

\_\_\_\_\_  
 School Administrator Signature

**Guidelines:**

- All enrollments of 50% time or more require the student to register primarily as a Jordan School District student. Enrollments of less than 50% require the student to register primarily as a home school student.
- During release time from school, students are not allowed on campus for any reason without prior administrative approval.
- Parent(s)/guardian(s) assume full responsibility for the student’s transportation and safety as they leave or return from their release time.
- The school is not responsible for any financial compensation for instruction or services provided to the student during release time; the student is required to pay full fees, if applicable.
- If the release time is for non-academic reasons, parent(s)/guardian(s) must agree to provide instruction in the curriculum and content areas missed when the student is released from school.
- Parent(s)/guardian(s) and student 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. The student and the parent(s)/guardian(s) are also responsible for reporting earned grades and credits to the school by submitting official school documents for recording on transcripts and tracking for graduation requirements.
- In order for credit to be granted, the release time schools must be accredited by a nationally accredited body recognized by the Utah State Office of Education. Parent(s)/guardian(s) are responsible to ensure this occurs.
- Coordination and communication between the home and school is expected to ensure quality instruction when a student is on a release time program.
- Schools and parent(s)/guardian(s) need to determine if any IEP<sup>1</sup>, SEP<sup>2</sup>, or PCCR<sup>3</sup> revisions need to be made to assure the student’s educational needs are met. The school is allowed to conduct evaluations or testing to monitor the progress of the student as they remain in the release time program.
- If a secondary student wishes to discontinue release time and return to a full day of school, they may do so only at the beginning of the next quarter.
- If concerns or problems become apparent 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.
- 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.

<b>Student Release Process</b>		
<input type="checkbox"/> Parent and student complete the application form with the input from appropriate school personnel. <input type="checkbox"/> 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. <input type="checkbox"/> Submit application to school administrator for signature. <input type="checkbox"/> Submit application to Planning and Enrollment at Student Services for processing.		
<b>ORIGINAL:</b> Student Cumulative Folder <b>COPIES:</b> Parent/Guardian/Student Planning & Enrollment, Student Services Dept.	<b>Planning and Enrollment:</b> <input type="checkbox"/> Verified student in Skyward as “part-time” and reduced percentage  Processed by: _____	<b>RETENTION:</b> Destroy 3 years after graduation or separation

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

<sup>2</sup> SEP - Student Education Plan

<sup>3</sup> PCCR - Plan for College and Career Readiness