

# Request for Scheduled Late Arrival or Early Dismissal

Late arrival or early dismissal is a limited\* option for students who do not have a scheduled class for 1st or 8th-period classes. ***\*Students on academic or behavioral watch, warning, or probation are not eligible for late arrival or early dismissal. All approved requests are subject to change per administrative directive.***

**Students scheduled for late arrival or early dismissal are not permitted to be in the building during the time they are scheduled to be off campus.** If approved, students with a 1st-period study hall will be permitted to arrive late four days per week, and students with an 8th-period study hall will be permitted to leave early three days per week.

**Special Requests:** Please check the appropriate boxes below. Thursday late arrival (7th-period study hall) requests must meet administrative guidelines, and you are not permitted to miss Chapel or House time. After signing the form, please email Mrs. Katherine Perkins (kperkins@cvcaroyals.org) to verify that you, as the parent or guardian, were the one to sign the form on behalf of the student.

**\*NOTE: STUDENTS STILL NEED TO SIGN IN/OUT AT THE WELCOME CENTER\***

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for requesting a late arrival: \_\_\_\_\_

- Monday, Tuesday, Wednesday, Friday – 1st-period study hall
- Thursdays only – 7th-period study hall (MUST arrive by 9:00 a.m. for attendance purposes)

Reason for requesting an early dismissal: \_\_\_\_\_

- Monday, Tuesday, Friday – 8th-period study hall
- Wednesdays only – 4th-period study hall
- Thursdays only – 6th-period study hall

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the completed form to the Main Office  
and email kperkins@cvcaroyals.org to confirm the request.**

For Office Use Only:      Approved \_\_\_\_\_      Not Approved \_\_\_\_\_