Dear Parent(s)/Guardian(s):

Baltimore County Public Schools encourages students to strive for excellence every day. There are many opportunities for students who are seniors to advance both academically and artistically. We offer a variety of courses and programs to assist students in enriching their school day including parallel/dual enrollment at the community colleges, school-to-career work study, internships, or a full schedule of academic and elective classes that allow students to still be considered full-time students. Seniors who select Released Time/Partial Attendance must schedule at least five (5) credits to be considered a full-time student. Fewer than five (5) credits reduces a student status to part-time. While full or part-time status does not affect graduation, it may affect student status as it relates to insurance and government benefits (auto insurance, health insurance, social security benefits, etc.). We advise parent(s)/guardian(s) and students to contact all insurance and government agencies whose benefits may be affected by this change in status.

Your child is requesting release time for the school day. This means that he/she will be leaving school prior to the end of a regular school day. If you agree, please complete the agreement on the back of this letter and return it to your child's school counselor.

By signing and returning this form, you are agreeing that you understand that you are responsible for your child's behavior when he/she is not in school during school hours. If this form is not returned, a full schedule will be created for your child.

Thank you for your continued support. If you have questions, please feel free to contact your child’s counselor or administrator.

Sincerely,

Charlene DiMino
Principal

Raising the bar, Closing gaps, Preparing for our future
Partial Attendance/Released Time Request
Document of Agreement

I am requesting release time because I do not want to pursue any of the senior year options offered by my school. I do not want a full-day schedule, work study, or internship. I understand that this part-time status may affect insurance and governmental benefits.

My parent(s)/guardian(s) and I agree to the following:

1. I understand that I must meet all graduation requirements including required courses, student service-learning hours, and assessments.
2. I will provide my own transportation from the school campus every day and leave the school campus immediately following my early dismissal. I understand I cannot loiter on school property (inside or outside).
3. If I am involved in after-school activities (athletic teams and student organizations), I will leave the school campus at my designated dismissal time and return at 2:20 p.m. (See below for specific times)
4. I will request administrative permission if there are extenuating circumstances that require me to remain in school after the scheduled dismissal time. If I am staying outside of my designated schedule with a teacher, I will have a note from the teacher to remain on school property.
5. I understand that if I have early release after 2nd period, I am only permitted to eat A lunch. I understand I am not permitted to attend multiple lunch shifts.
6. You must display your “Early Release” pass to any adult in the building that asks for it.
7. I understand that this waiver may affect my rank in class and honor roll status.

Times Students are Permitted in the Building: *Subject to change with annual bell schedule changes.

<table>
<thead>
<tr>
<th>Time Last Class Ends</th>
<th>Time You Must Exit Building By</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:25 AM</td>
<td>9:30 AM</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>11:00 AM if not eating lunch</td>
</tr>
<tr>
<td></td>
<td>11:25 AM if eating A lunch</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>1:05 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time First Class Begins</th>
<th>Time You Must Arrive By</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:25 AM</td>
<td>9:20 AM</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>10:55 AM</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>12:55 PM</td>
</tr>
</tbody>
</table>

The following signatures are required for the early-release option to be considered:

<table>
<thead>
<tr>
<th>Student’s Printed Name</th>
<th>Student’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian’s Printed Name</td>
<td>Parent/Guardian’s Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

For Office Use Only:

<table>
<thead>
<tr>
<th>Counselor’s Signature Verifying Credit Check</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal’s Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
Baltimore County Public Schools

Request for Waiver of the Fourth Year (partial or full)

Directions: To be awarded the Maryland High School Diploma, a student shall earn a minimum of 21 credits, pass all required competency assessments, and accrue 75 hours of service learning. Waivers are available to students on a limited and approved basis and each request is considered individually. Students applying for a waiver should submit a letter from themselves and their parent(s)/guardian(s) along with the additional information requested in Part I to the principal of the school for a recommendation. (Students may review progress toward graduation requirements with their school counselor.) A copy of this form is to be placed in the student's record.

Part I: To be completed by the student

Student's Name ___________________________ Grade ___________________________

School ___________________________ Home phone ___________________________

Home address ___________________________

Reason for requesting waiver:

____ Full-time waiver of entire fourth year - All high school graduation requirements completed three years after Grade 8. BCPS diploma awarded after the third year of high school. The application for full time waiver of the fourth year should be submitted during the registration process of the sophomore year.

____ Full-time waiver for early college admission - Acceptance to an accredited college or an approved career/technology school or other post-secondary program following three years of attendance in high school. State competency assessments and service-learning requirements must be completed before the start of the college program. A plan to complete all needed high school credits must be included in this request for waiver. Approved courses required for BCPS graduation taken at the college will be credited to the student following successful completion of the first year of college. At the conclusion of a full year of study (generally 24 credits), a written request for a diploma and a transcript from the post-secondary institution should be submitted to the high school principal. The application for waiver for full time status for early college admission should be submitted during the registration process of the junior year.

____ Other - Baltimore County Public School/College - This alternative for structuring programs is permitted for individuals or groups of students to fulfill graduation requirements at the college. An alternative plan may include a waiver of the fourth year if all credits, competency assessments, and service-learning requirements are met, and if the local superintendent or designee determines that this waiver is in the best interest of the student(s). Consideration for and implementation of these alternative programs are done on a case-by-case basis. This application should be submitted during the registration process of the junior year.

____ Partial attendance waiver - Partial waiver of the fourth year of attendance - Schools utilizing a block scheduling format may be able to offer seniors the option of completing all graduation requirements during the first semester of the year. Schools using other scheduling models may be able to offer seniors the option of completing all graduation requirements in the first half of the school day. To be considered for this option, students must have completed all state competency assessments and service-learning requirements before the start of their senior year. This application should be submitted during the registration process of the junior year.

Part II: On a separate sheet of paper, describe your post-high school plans. Include the name of the post-secondary institution and a copy of the certification of acceptance, if appropriate. Attach your high school transcript and your plan for completing all graduation requirements.

Student's signature and date ___________________________ Parent's/Guardian's signature and date ___________________________

Part III:
Principal's recommendation _________________________ Approved ___________________________
Not approved ___________________________

Principal's signature and date ___________________________

12/07 Copies to: Student/Parent/Guardian, Student Record, Counselor
BHC5O 59-476S-07