



Abbreviated Schedule Form • 2022/2023 School Year

Deadlines: Forms for **fall semester** early release/late arrival are due no later than **August 19, 2022**.
Forms for **spring semester** early release/late arrival are due no later than **December 16, 2022**.
You must complete this form and submit it to your counselor prior to the above deadlines.

Student Name (print): _____ Grade: _____ Date: _____

Student email address: _____ Parent email address: _____

I request permission for my child to have the following period(s) of **release time** for the 2022/2023 school year:

*Check all that apply: Semester 1: 1st period *2nd period *3rd period 4th period **OR** 3rd & 4th

Semester 2: 1st period *2nd period *3rd period 4th period **OR** 3rd & 4th

***Students must remain on campus, in the designated workspace, for 2nd period or 3rd period CCP classes.**

My child is requesting permission to have early release for the following reason(s):

- To take dual enrollment courses at NCSU or Wake Tech (must provide proof of registration);
- My student is successfully enrolled in a North Carolina Virtual Public School (NCVPS) course;
- An internship has been established through AHS's Career Development Coordinator, Ms. Abolins;
- Employment**;
- Other**: _____.

**On a separate sheet of paper, the student must provide a complete explanation of the request for employment or "other". Please attach a letter from employer and current paystub if seeking early release for employment.

***** Only college credits earned at WTCC or CCC are permitted to be added to WCPSS transcripts.**

The parent and student signatures below verify the understanding of the following statements:

1. I understand that my child may not earn the maximum number of academic credits possible in this academic year.
2. Students must take and pass a minimum of three (3) classes per semester to be eligible for athletic and extra-curricular activities. Students need to be enrolled in a minimum of three (3) classes per semester to be considered a full-time student.
3. It is the responsibility of the student/parent to contact any appropriate college/university admissions offices to verify that a reduced class load will not affect their application for college admission.
4. It is the student's responsibility to resend any transcripts that have already been sent to colleges/universities; failure to do so may jeopardize the student's potential enrollment in a college/university.
5. Early release or late arrival approval is subject to review at any time by the school's administration. Any student who does not meet the expectations around early release or late arrival or who is at risk of not graduating is subject to this approval being revoked.
6. Students may only have two periods of release time if they are enrolled in two or more CCP courses that semester.

List the courses you would like removed from your schedule and/or course request **if** you are approved for early release/late arrival (**students will not be permitted to drop second- or higher-level CTE courses**):

1. _____ 2. _____ 3. _____

Student Signature/Date: _____ Parent Signature/Date: _____

Counselor Signature/Date: _____

API Signature/Date: _____ approved denied