



## Horseshoe Bend School District #73 Work Release Guidelines and Application Form

### Policy 522.1

Senior students who have a job which will employ them during a portion of the school day or which makes it necessary for them to carry a reduced class load, provided that they meet the following criteria:

- A. Taking fewer than a full day of classes must not have the effect of delaying the student's completion of graduation requirements.
- B. The student must have maintained a "C" or better average for the previous semester.
- C. The student must demonstrate that he or she has a present or future financial need (such as college expenses) to earn the extra money and that this need cannot be met by other means or by simply working hours outside of the school day. However, a student working several hours after school may appeal for a reduced class load in order to have time to do assignments.
- D. Approval of the Counselor, and administrator is required and the student's parents or guardians must agree in writing to the shortened school day.
- E. The minimum time a student may attend school is a half day.
- F. The student may not enroll or re-enroll in a class offered during the time he or she has been released, even if the student loses the job for which released.
- G. A student who is on work release, or has lost the job, must NOT be on campus during the time specified for the work-release.

Student Name (printed) \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Employer/Company Name \_\_\_\_\_

Employer Address \_\_\_\_\_

Employer Phone# \_\_\_\_\_

Employer Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

Counselor Signature \_\_\_\_\_

Date \_\_\_\_\_