

LATE ARRIVAL FORM

Student's Name _____

School Year _____

CRITERIA FOR LATE ARRIVAL:

- Must be a senior
- Must have 1st period study hall
- Must be passing ALL classes
- Must arrive on time for 2nd period (**See below)
- Must sign in at the Main Office upon arrival
- Must have this form approved by the principal
- Must read Daily Bulletin each day either on Power School or ask in Student Services

**Consequences for tardiness to 2nd period:

First Tardy – Warning and notation in Power School to be mailed home

Second Tardy – Saturday detention and notation in Power School to be mailed home

Third Tardy – Loss of late arrival privilege

*****Please note that seniors coming in late MAY NOT order school lunch on those days as they will miss homeroom lunch count that is sent to Penfield by 8:30 a.m.**

IMPORTANT: Because much information is given via the daily announcements in homeroom, especially to seniors, it is the responsibility of the student and parents to read the Daily Bulletin on Power School every day, or for the student to stop in Student Services daily for the announcements. There will be days that all students will be required to be in homeroom (ex. cap and gown ordering days); the excuse "I didn't know because I wasn't in homeroom for announcements" will NOT be considered valid, and may result in a loss of late arrival privileges.

I have read and agree with the above criteria for Late Arrival. I understand that failure to follow the above may result in loss of late arrival privileges.

Student Signature _____ Date _____

I give my student permission for Late Arrival based on the above criteria. I understand that it is our responsibility to read the Daily Bulletin and know the information and expectations of my student's attendance in homeroom.

Parent/Guardian Signature _____ Date _____

Please Note: Parent/guardian signatures will be checked against signatures in student files.

Principal Approval:

Date:

