

**BERKSHIRE HIGH SCHOOL  
PERMANENT EARLY DISMISSAL/LATE ARRIVAL REQUEST**

Student Name: \_\_\_\_\_ Grade 11\* or 12 (circle)

Request for: Early Dismissal \_\_\_\_\_ -OR- Late Arrival \_\_\_\_\_

Semester: First \_\_\_\_\_ Second \_\_\_\_\_ Year \_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_

Student's signature \_\_\_\_\_

I am aware of and approve my child's request for early dismissal/late arrival from school.

Parent's signature \_\_\_\_\_

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Early dismissals are at 1:38 p.m. The student must leave the building and the grounds by 1:43 p.m. The student must sign out in the office. Violations to this policy may result in canceling this request.

Late arrivals must sign in at the attendance office before reporting to their second period class. If not signed in, they will be reported as absent. Students should arrive no earlier than 8:20 a.m. unless they wish to study in studyhall. Second period begins at 8:30. If the student is tardy (unexcused) to his/her second period class, upon the fourth tardy, disciplinary action will result and the privilege revoked. It is the student's responsibility to check on possible changes in the bell schedule.

Administration approval \_\_\_\_\_

\*Late Arrival is available to seniors only