



Senior Work Release Approval Process

Step #1 Student's Name _____ Date _____

| Days/ Mods Requested for Work Release: | Monday | | | | Tuesday | | | | Wednesday | | | | Thursday | | | | Friday | | | |
|--|--------|----|----|----|---------|----|----|----|-----------|----|----|----|----------|----|----|----|--------|----|----|---|
| | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 5 | 6 | 7 | 8 | 5 | 6 | 7 | 8 | 5 | 6 | 7 | 8 | 5 | 6 | 7 | 8 | |
| 9 | 10 | 11 | 12 | 9 | 10 | 11 | 12 | 9 | 10 | 11 | 12 | 9 | 10 | 11 | 12 | 9 | 10 | 11 | 12 | |
| 13 | 14 | | | 13 | 14 | | | 13 | 14 | | | 13 | 14 | | | 13 | 14 | | | |

Parent Letter _____ (Attached) Employer Letter _____ (Attached)

Step #2 Transcript Reviewed (Counselor's Signature Required) _____

Comments: _____

Step #3 If the student is dropping courses to accommodate this request, a Course Drop Form must accompany this.

_____ Yes _____ No

Step #4 Administrative Approval

Comments: _____

_____ Approved _____ Denied

Administrator's Signature _____ Date _____

Step #5 Counselor or Registrar

Appropriate changes made to schedule (Initials) _____ Date _____

Permanent Pass Issued (Initials) _____ Date _____