



West Seneca Central School District

West Senior High School · 3330 Seneca Street · West Seneca, New York 14224-2799

Telephone: 716/677-3350 · Facsimile: 716/674-3551

Matthew J. Bystrak
Superintendent of Schools

John S. Brinker
Principal

August 30, 2022

Dear Parent/Guardian:

During the 2022-2023 school year, students in grade 12 will have the opportunity for late arrival and early dismissal. The student must have parental/guardian permission and maintain good academic standing. **Please be advised, transportation will NOT be provided.**

Guidelines for Early Dismissal/Late Arrival:

1. Allowed in lieu of study hall **ONLY**.
2. Schedules are set. Students may **NOT** drop a class to obtain an early dismissal/late arrival.
3. Eligibility is based upon students passing all courses required to graduate in June. (i.e. PE, PIG, Economics, etc.)
 - a. This privilege will be **reviewed at every 5-week progress report**.
 - b. A student who is failing a course that is required for graduation and/or has excessive absences/tardiness will have their Early Dismissal/Late Arrival privilege revoked.

Early Dismissal requires immediate exit from the building. Students will need to supply their own transportation.

Late Arrival indicates students *will not* enter the building prior to five minutes before their scheduled class. Students will need to supply their own transportation.

If you would like your child to take advantage of the privilege to have an Early Dismissal/Late Arrival, please fill out the permission form.

Permission forms need approval; the early dismissal or late arrival will appear in PowerSchool when effective.

Sincerely,

John S. Brinker, Principal
West Senior

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PARENTAL PERMISSION FOR EARLY DISMISSAL/LATE ARRIVAL (Seniors ONLY)

Note: Schedules will NOT be adjusted to facilitate an Early Dismissal/Late Arrival

STUDENT NAME: _____ **GRADE:** _____

ADDRESS: _____

Please initial that you have read and understand each condition below. (*P= Parent, S= Student*)

- | | | |
|----------|----------|--|
| P | S | |
| _____ | _____ | The student will provide their own transportation. |
| _____ | _____ | The student will not arrive early nor remain on school property that day unless specifically requested to do so by a teacher, administrator, or coach. |
| _____ | _____ | The early dismissal/late arrival privilege will be revoked if the student does not adhere to the guidelines. |
| _____ | _____ | The privilege will be revoked if the student is failing a course that is a graduation requirement and/or has excessive absences/tardiness. |

My child has permission to leave school early and/or arrive late on days when study halls are scheduled for the beginning and/or end of day. I will assume full responsibility.

PARENT SIGNATURE: _____ **DATE:** _____

I agree to follow the terms and conditions as described above.

STUDENT SIGNATURE: _____ **DATE:** _____

Directions for Submission of Your Request:

1. *Print this application form.*
2. *Complete the signatures and dates.*
3. *Scan the signed form. (Instructions included in the email)*
4. *Email the **PDF** of the application to ccox@wscschools.org OR FAX 716-677-3383.*

Note: *This letter is not a guarantee that the student will be granted an early dismissal or late arrival. This request must be reviewed and changed in PowerSchool to be **valid**.*

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OFFICE USE:
Reviewer: _____ Date: _____