TRI-VILLAGE HIGH SCHOOL

315 South Main Street, P. O. Box 31

New Madison, Ohio 45346

Phone: (937) 996-1511 Fax: (937) 996-0307

 www.tri-village.k12.oh.us

 To: Parent/Guardian of Tri-Village Students

 From: Jr./Sr. High School Principal

 Re: Early Release For Students

Student’s Name:

 Home Phone:

Your student has asked to be released from school at . With your permission the student named above will be leaving Tri-Village High School on a daily basis. If you do not grant permission to allow your student to leave, they will be assigned a full schedule for the school year.

 **I agree to accept all responsibility for my child once they leave the school grounds at the time he/she has stated on this form and will notify the school if a full schedule is needed for the remainder of the school year.**

 **I do not want my child to leave school grounds during the scheduled school day. I**

 **understand he/she will be at school until 2:45 pm.**

Parent’s Signature: Date:

Daytime Phone:

I, (Student’s Name) **understand by signing** this form I am to leave the school grounds, and violation of this agreement allows the school the right to assign the student named above a full schedule for the remainder of the school year.

Student’s Signature: Date:

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***A School of Excellence***

Parents and Guardians of PSEOP and Work Release Students,

 A signed Early Release Form giving your permission for your son or daughter to leave Tri-Village High School on a daily basis is on the back of this letter. These release forms are based on a regular scheduled school day, and do not include the time change during a delay or early release schedule. On the bottom of this letter is included the two alternative schedules we use at Tri-Village, one is for a two-hour delay and the other is for our early release days scheduled approximately every four to five weeks. Students are responsible for work on those alternative scheduled days and our hope is that on those days the student could adjust their schedules to stay and complete the classes scheduled here at Tri-Village. It is important on those alternative scheduled days that the academic learning process is not interrupted so the student spends less time on make-up assignments, and does not miss out on the benefit from participation and interaction with others in class.

 This letter is to inform you that on those alternative days we will require the student to stay for the blocks assigned on their schedule unless your son or daughter brings a note that can be permanently put on file or you call with the desire for your son or daughter to be released on the days we follow an alternative schedule. Your son or daughter needs to sign out in the office on the days we have a two-hour delay or early release so we have record of who left or stayed on that day. Your son or daughter’s safety and well-being are our major concern and your cooperation on this matter is greatly appreciated.

Sincerely yours,

Principal, Tri-Village JH/HS

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| **Two Hour Delay** |
| **High School** |
| 9:54 am | Tardy Bell |
| 9:58 am | Homeroom |
| 10:15 am | First Block |
| 11:15 am | Second Block |
| 12:15 pm | Lunch |
| 12:49 pm | Third Block |
| 1:49 pm | Fourth Block |
| 2:45 pm | End of the Day |

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| **Early Release** |
| **High School** |
| 7:54 am | Tardy Bell |
| 7:58 am | Homeroom |
| 8:15 am | First Block |
| 9:25 am | Second Block |
| 10:35 am | Third Block |
| 11:49 am | Fourth Block |
| 12:45 pm | Lunch |
| 1:15 pm | End of the Day |