

Dear Parent and Student:

The intent of the Board of Education as per policy 6152.13 is to have all students be enrolled in a full day of school and be enrolled in the pathway course. It is very important that our students take full advantage of their opportunities while they are in school to prepare for their future. Students are encouraged to enroll in the many elective courses that they are offered. Seniors could consider retaking courses as “refreshers” and having their grades changed to the highest level achieved. The senior year is a good time to take a typing course or other Business Education courses, Technical Education courses, Family and Consumer Sciences courses, Art or Music courses, or other courses in the academic areas.

However, there is an opportunity for parents of seniors to request a waiver from the full-day rule. Waivers will be allowed for only very unusual circumstances. The burden of proof will be on the parent. The waiver would only apply to any credit beyond the minimum of being enrolled all year for at least two blocks a day including the Pathway course.

***To be considered, all 2021/2022 school year requests must be submitted to your child’s counselor by August 20th (this is for both 1st and 2nd semester requests). Requests made after the due date, will be returned to the student by the counselor.**

Some reasons for possible waiver would include:

1. Financial need in the family and the student’s need to contribute by working
2. A severe physical or emotional problem than would limit or prevent the student from handling the demands of a full day
3. A student who is enrolled in an unusually severe academic schedule
4. A student who is actually enrolled in a college or technical school program on a part-time basis
5. A student’s financial need is to cover expense of a post high school education plan or to cover living if self-supporting
6. A student who cannot design an educationally sound program (i.e. – college bound students who are forced to fill a school day with courses that have no relevance to them

Horlick principals will also be considering a student’s past grades and attendance before approving any part-day request. If there are any questions, please contact your sub school principal.

APPEAL PROCEDURE: All parent requests for waivers will either be approved or disapproved by the Sub School Principal. If the parent wishes to appeal denial, the following procedure will apply:

- a. Within **ten (10) days**, resubmit to the High School Directing Principal the original request with an additional statement as to why it is felt the disapproval is not acceptable.
- b. If the Directing Principal denies the request, an appeal could be made within **ten (10) days** through normal channels.

SCHOOL USE ONLY: **Request Received By:** _____ **Date Received:** _____

Attachments:

_____ Computer copy of schedule _____ Previous year’s attendance _____ Copy of most recent grade report

SENIORS ONLY
DUE AUGUST 20th NO EXCEPTIONS (Drop off
at Horlick HS)
Request for Less Than a Full Day of School

Name _____ Academy: _____ Grade Level _____

Student # _____ Advisory _____ Home Phone # _____

Address _____ City _____ Zip _____

I request less than a full day for (check one): Semester 1 _____ Semester 2 _____ Full Year _____

I have discussed this with my counselor and if approved, my schedule would look like this:

Period	Semester 1	Semester 1
1A	_____	1B _____
2A	_____	2B _____
3A	_____	3B _____
4A	_____	4B _____
	Semester 2	Semester 2
1A	_____	1B _____
2A	_____	2B _____
3A	_____	3B _____
4A	_____	4B _____

I have read the letter on the back of this form and listed here are the number(s) (please refer to the list and numbers on the back of this form) and the reason(s) that best describe my situation: Number(s): _____

Reason(s): _____

(please add additional paper if necessary)

Student Signature _____ Date _____

PARENT COMMENTS:

Parent Signature _____ Date _____

COUNSELOR COMMENTS:

Counselor Signature _____ Date _____

PRINCIPAL ACTION: