



Manheim Township School District Request for Intermittent Release from School

This Request for Intermittent Release from School form is to be used by parents requesting a child's leave from school based on extenuating circumstances for an intermittent and temporary basis. This request is made knowing that approval will result in changes to the student's regularly scheduled school day. A request will be considered if the following criteria are met:

1. The student requesting the leave is in excellent academic standing.
2. The student has an educational record that shows proof of creditable academic progress.
3. The student has a record of outstanding attendance.
4. The student is meeting and will continue to meet school district criteria to obtain necessary credits for academic progress supporting promotions and ultimately a course program that will meet all necessary graduation requirements.
5. Transportation to and from the activity is entirely a parental responsibility.
6. It is understood that all missed school assignments must be made up in a timely fashion.
7. The school is provided with complete details related to the request for release including but not limited to the credentials/licenses of person(s) providing the non-school activity.
8. The school administrator will have sole authority to determine the appropriateness of the non-school activity as it relates to the student(s) academic progress.

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I/we the parents/guardians request permission for intermittent release from school on behalf of:

Student Name: _____ **Grade:** _____ **Age:** _____

Date(s) and time(s) of absence(s) (Please List All):

Adult supervision will be provided by: _____

Please indicate or describe the educational purpose or value of the proposed activity in the space provided below. Please attach additional documentation to this form if needed/requested.

Parent/Guardian Signature: _____ **Date:** _____

OFFICE USE ONLY	
Date Received: _____	Approved / Denied
Reason If Denied: _____	
Signature of School Administrator: _____	