



**CANYONS SCHOOL DISTRICT**  
DEPARTMENT OF PLANNING AND ENROLLMENT

**REQUEST FOR STUDENT RELEASE TIME FROM SCHOOL**

To be completed by parent/guardian

**Date:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_  
Last First MI

**Student Phone:** \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_

**Parent/Guardian Name :** \_\_\_\_\_

**Parent Phone:** \_\_\_\_\_

To be completed by school

- I. Has the student been identified as, or suspected of, having a disability which requires specialized instruction?**  Yes  No
- Does this student have an IEP or 504 accommodation?**  Yes  No
- If Yes, has the IEP/504 plan been modified (if necessary) to reflect reduced time?**  Yes  No
- Date IEP or 504 plan modified:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

- II.**
- Educational Release - Provider** \_\_\_\_\_ **Course** \_\_\_\_\_
- CVHS Release - Course** \_\_\_\_\_ **For school use only -- no district signatures required**
- Work Release - Employer** \_\_\_\_\_ **Credit Y / N**
- Home Release (Medical / Mitigating Circumstance / Family Request)**

**III. Terms to be released**      Term 1      Term 2      Term 3      Term 4      Year  
Circle term(s)

<b>Periods to be missed:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Released from (list subjects):</b>								

## IV. Guidelines

A secondary school student who needs credit for their high school graduation requirements may not be eligible for grades or credit during “Release Time from School.” In order for credit to be granted and transferred from private schools, tutorial schools, and electronic online schools, the schools must be accredited by AdvancEd Accreditation Association and through the Utah State Office of Education and all Canyons School District policies and guidelines must be followed. *Online schools must also have current approval of the USOE’s “Statewide Education Online Program.”*

- A. Coordination and communication between the Parent(s) and the School is essential while the Student is on “Release Time from School”.
- B. If concerns or problems are created or exist regarding the progress and adjustment of the student in the program, it may be necessary for further evaluation of this agreement and modification or termination of the student’s release time program.
- C. The Parent(s) assume full responsibility for student transportation and safety when the student leaves, or is absent, from the school for the “Release Time from School” specified in item II.
- D. The Director of Planning and Enrollment must also review and sign the request form. If for any reason after review by the district, final approval is not granted, the release time will be rescinded.
- E. During the “Release Time from School”, the student is not allowed on campus for any reason without prior administrative approval.

**I have read the above stated guidelines and understand my obligations and agree to abide by the guidelines as the Student and Parent/Guardian of the student listed above.**

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**Student Signature**

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**Parent/Guardian Signature**

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***School Approval:***

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**Counselor Signature**

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**Principal/School Administrator**

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***District Approval:***

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**Planning and Enrollment**



## CANYONS SCHOOL DISTRICT

DEPARTMENT OF PLANNING AND  
ENROLLMENT

### **Procedures for Student Release Time from School**

**The Parent and Principal/School Administrator discuss guidelines and required information. The Counselor, Parent(s)/Guardian(s) and Student may need to develop a “PLAN” and assure that the plan will enable the student to meet all graduation requirements.**

1. The Student, Parent, Counselor and Principal/School Administrator sign the form.
2. The form is then forwarded to the Department of Planning and Enrollment for final review and approval.
3. The school may adjust the students schedule after the principal has preliminarily approved the release time. However, if for any reason, after review by the district final approval is not granted, the release time will be rescinded.
4. A copy of the final completed form is sent back to the Principal/School Administrator.
5. The Registrar will change the student’s status to reflect the adjusted % of enrollment, based on the amount of time a student is enrolled at the school.
6. The Principal/School Administrator mails a final copy of the completed and signed form to the Parent(s)/legal guardian(s).