

Last Name:		First Name:	
ID Number:	Academy:	Counselor:	
Cumulative GPA:	CAHSEE Eng Score:	CAHSEE Math Score:	
Early dismissal requested for period(s):			

**John Muir High School
Permission Form - Campus Leave/Closed Campus Policy
Minimum Day Request**

PUSD policy provides that PUSD schools are “closed campuses.” Students are expected to remain on campus for the entire school day. Students may leave campus during the school day **ONLY** with prior parental permission and an official school release. In accordance with this policy the only students who are able to leave campus during the school day will be those who have the permission of their parents/guardian and a School Administrator. In addition, this privilege will only be extended to students who are in grades 11 or 12. Students are responsible to *personally* sign in and out at the office each time they leave campus. **Students with Off Campus privileges are not allowed to return or linger on the school campus until after school is out.**

JMHS administration reserves the right to revoke this pass from or implement other administrative consequences (i.e.-unable to participate in school/senior activities, including graduation ceremony) to any student who abuses this privilege (e.g., excessive absence, tardiness, discipline referrals, leaving campus with an underclassman, etc.).

Upon parents/guardians' signature below, parent understands and agrees that the student will be leaving the educational premise and will be released from the educational jurisdiction of John Muir High School and that the parent will be responsible for his/her child from the time the student signs out from campus.

I hereby give permission for my son/daughter to leave campus. We would like his/her schedule to read (circle the ones that apply):

- College per 7
- College per 8
- Min Day per 7 for work
- Min Day per 8 for work
- Min Day per 7 for extenuating circumstance
- Min Day per 8 for extenuating circumstance
- Other: _____

Print Student Name

Print Parent Name

Student Signature

Parent Signature



Last Name:	First Name:
ID Number:	Release requested from period(s):

Requirements for Early Dismissal for Seniors and Juniors

College:

In order for a student to have “college” written on his/her schedule student must

- _____ 1) be on track for graduation
- _____ 2) be on track for a 4 year college with 2.0 minimum GPA (attach transcript)
- _____ 3) **attach** proof of current college registration showing student is enrolled in class
- _____ 4) have parent sign this form (other side)
- _____ 5) Get Counselors signature on this form indicating all the above have been met

Counselor’s signature:	Date:
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Min Day – Employment/Job:

If the student wants his/her schedule to read “min day” due to a job, student must:

- _____ 1) be on track for graduation (including CAHSEE) with 2.0 min GPA (attach transcript)
- _____ 2) have parent sign this form (other side)
- _____ 3) obtain a work permit through ROP which will be conditioned by grades and attendance.

ROP Counselor’s signature:	Date:
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- _____ 4). **attach** a signed letter from an employer (on letterhead) that indicates how many hours the student works each week, **or** a timesheet, **or** pay stub
- _____ 5) Get Counselors signature on this form indicating all the above have been met

Counselor’s signature:	Date:
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Min Day - Extenuating Circumstance

If the student needs his/her schedule to read “min day” due an extenuating circumstance, the student must:

- _____ 1) be on track for graduation (units, courses and CAHSEE) attach 4 yr plan/transcript
- _____ 2) have parent sign this form (other side)
- _____ 3) **attach** a signed letter from parents explaining in detail the nature of circumstance
- _____ 5) Get Counselors signature on this form indicating all the above have been met

Counselor’s signature:	Date:
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- _____ 4) Student and/or parents must meet with Ms. Orange.

Principal Ms. Orange’s signature:	Date:
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Please keep in mind, that sometimes scheduling issues cannot be resolved, due to the master schedule. Once you have completed all corresponding steps above **submit this form along with all supporting documents to Ms. Solorio in D414**. Please allow at least 24 hours for processing. When you get confirmation of approved status from Ms. Solorio, you may see your counselor for schedule change.

€ Approved € Denied Mrs. Solorio: _____