Application to Sign In/Out

Name: ..........................................................................................................................

Date of Request: ...........................................................................................................

Students in Year 12 have the privilege of applying to sign in or out of school during study periods. Permission will only be granted if the student achieves Attitudes to Learning (ATL’s) of three (3) or higher on their most previous academic report.

Guidelines for signing out during study periods:

1. Year 12 students are allowed to sign in late if they have 2 study periods at the start of the day, and sign out early if they have one or more study period at the end of the day.
2. Students must arrive 10 minutes prior to a schedule class if they have permission to sign in late.
3. Students who arrive late will receive a ‘Late to class warning’ from the Head of Secondary Years
4. 3 x late to class warnings may result in an N Award being issued
5. Students must attend all scheduled classes including Chapel and Assembly (Wednesday Period 1)
6. Students must present themselves to staff at the Student Services Counter upon arrival or departure.
7. It is expected that students signing out early are studying at home.
8. Students who receive approval must abide by the student ‘Code of Conduct’

I ___________________________________ undertake a commitment to abide by the guidelines for signing out during study periods as stated above. I also understand that signing out is a senior student privilege and may be revoked by the College if I do not abide by the guidelines.

Student signature: ________________________________ Date: __________________________

I accept responsibility for my child once they have left the College campus, including transportation.

Parent/Guardian signature ________________________________ Date: __________________________

Head of Secondary Years approval: __________________________ Date of final approval: ___________

Office use only:

HSY
☐ Most recent academic report checked
☐ Student eligible
☐ Parental approval
☐ Student notified of successful application
☐ Educational Administration notified of successful application