

## Partial Attendance During the Senior Year

*This letter is to be used when students request early graduation, full-time waiver of the fourth year, and release time. Parallel/dual enrollment, school-to-career work study, and evening high school have their own processes and do not need to be addressed using this procedure.*

### School Letterhead

Dear Parent(s)/Guardian(s):

Baltimore County Public Schools encourages students to strive for excellence every day. There are many opportunities for students who are seniors to advance both academically and artistically. We offer a variety of courses and programs to assist students in enriching their school day including: parallel/dual enrollment at the community colleges, school-to-career work study, internships, or a full schedule of academic and elective classes that allow students to still be considered full-time students. Seniors who select Released Time/Partial Attendance must schedule at least four (4) credits to be considered a full-time student. Fewer than four (4) credits reduces student status to part time. While full- or part-time status does not affect graduation, it may affect student status as it relates to insurance and government benefits (auto insurance, health insurance, social security benefits, etc.). We advise parent(s)/guardian(s) and students to contact all insurance and government agencies whose benefits may be affected by this change in status.

Your child is requesting release time for the school day. This means that he/she will be leaving school prior to the end of a regular school day. If you agree, please complete the agreement on the back of this letter and return it to your child's school counselor.

By signing and returning this form, you are agreeing that you understand that you are responsible for your child's behavior when he/she is not in school during school hours. If this form is not returned, a full schedule will be created for your child.

Thank you for your continued support. If you have questions, please feel free to contact your child's counselor or administrator.

Sincerely,

Principal