BEYOND THE BELL BRANCH
Middle School Early Release Policy Form

State Legislation governing after school programs for middle schools funded by After School Education and Safety Program and/or 21st Century Community Learning Centers mandates that such programs must operate from the close of school every school day until 6:00 p.m. Programs in schools that dismiss students after 3:00 p.m. must operate a minimum of 3 hours per day. The Los Angeles Unified School District requires a completed Early Release Policy form signed and dated by an authorized adult for any student released before 5:45 p.m. It is expected that middle school students attend 5 days a week and stay for the full duration of the program. In the event that a student is participating in other extracurricular activities during program hours, the parent/guardian or authorized person (18 years or older who is on the student's emergency card) may pick up his/her child or may authorize the child to sign out of the program under the following conditions:

A: Attending a parallel program (program in the school or community such as intervention programs, soccer, basketball, music lessons, religious education, etc.) as long as an agreement with the parent or guardian exists making this the child's enrichment component.

Please select the day(s) and enter the time(s) when the student will be picked up from the program.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

First day of activity: _____   Last Day of activity: _____

Activity/Class: _____

*This section must be completed each time the student enrolls in a new activity.

B: During Standard Time, when the days are shorter and it gets dark early, a parent/guardian or authorized adult (18 years or older who is on the student's emergency card) may pick up his/her child under the following condition:

Family does not have transportation and they need to walk home before it gets dark.

My child will be picked up at: _____ from _____ to _____
                                        Time   Date   Date

**This option is valid only during Standard Time.

C: Family emergencies (such as a death in the immediate family, natural catastrophic incidents, etc).
D: Medical appointments.
E: Climatic/Natural Disaster Conditions.
F: Conditions regarding safety, as prescribed by the school safety plan, local district, or local government body.
G: Conditions pertaining to student health and welfare.
H: Court Order Mandate (Court Order documentation must be on file with agency).
I: School Related/Sponsored Activities/Events (Back-to-School Night, Open House, etc.)

Code/Time: _____; _____; _____; _____; _____

Dates/Initial: _____; _____; _____; _____; _____

***This section must be completed each and every time the student leaves before the program closes.

THE EARLY RELEASE POLICY IS NOT INTENDED FOR THE DAILY EARLY DEPARTURE OF STUDENTS. FAMILIES MAY USE THE EARLY RELEASE POLICY SPORADICALLY. THE MISUSE OF THE EARLY RELEASE POLICY MAY RESULT IN THE TERMINATION OF SERVICES.

☐ **My child will be picked up by an authorized adult.**

☐ **I authorize my child to sign out of the program and leave without adult supervision (Authorization for student to sign out of the program must be in the student's file).**

Student's Name: _____   **Grade:** _____   **Birth date:** _____

In signing below, I request that my child be excused from the program at the specified time(s) and day(s) mentioned above. I understand neither the program provider nor the Los Angeles Unified School District is liable for incidents involving my child occurring after his/her departure from the program. I also understand services will be terminated if the program has a waiting list of students eligible to attend the program on a regular basis.

_____   _____   _____
Parent's Name   Parent's Signature   Date

_____   _____   _____
Agency Representative's Name   Representative's Signature   Date

This form must be completed each time the student leaves before the program closes.
This section to be completed by site personnel.
Number of days the student has left early during the current school year: _____   **(REVISED SUMMER, 2017)**