

2012-13 Senior Early Release Class Guidelines and Procedures

Senior Early Release Class may be approved for up to three periods:

- ❖ Periods available for early release are first, sixth, seventh and eighth (course numbers 7911, 7916, 7917 & 7918)
- ❖ Periods six and seven must be combined with eighth
- ❖ Students must be scheduled in a minimum of five instructional courses

The Early Release Class is only for seniors who have passed the Exit TAKS tests, are passing all classes and will graduate with the appropriate senior class. The period(s) assigned will depend on the availability of the other courses the student is taking.

Special Notes: Senior Early Release Class requires submission of a completed application and requires counselor approval. Students may be released for up to three periods each day. Students must be in class on campus for second period for attendance purposes. Students may apply for Early Release Class for only one semester if graduation requirements or UIL eligibility warrants. See your counselor with specific questions.

Guidelines

The student must:

- be classified as a twelfth grader for the 2012-13 school year
- be able to complete remaining required credits during the school day in order to graduate on time
- have passed all Exit Level TAKS tests
- not be enrolled in a Career Technical Co-op program
- not have any NC's for the second semester of his/her junior year (current semester)
- be in attendance for all scheduled classes
- be present during altered school schedules for testing or special programs
- not be on any NEISD campus during the early release period(s) without permission
- provide his/her own transportation (NEISD transportation will not be provided for students electing to participate in the Senior Early Release Class program)
- have completed and submitted the application before **4:30 p.m. on June 8, 2012**

Procedures

1. The student completes the application and submits it to the counselor by 4:30 p.m. on June 8, 2012.
2. The counselor reviews the student's graduation credits, TAKS testing, grade placement status, attendance (semester two NC's) and notes the status on the application.
 - a. If the student does not qualify for Senior Early Release Class, the counselor shall notify the student and parent. This notification shall be a person-to-person contact, not a message, voice mail or email. This notification must be documented on the application. This step will occur after the TAKS results are reported to the campus. The counselor shall document the notification of the student and parent and arrange for appropriate replacement courses before June 21, 2012.
 - b. If the student qualifies for Senior Early Release Class, the counselor notifies the student and parent by a message, voice mail or email before June 21, 2012. This notification must be documented on the application. The student's schedule will reflect the approved number of Senior Early Release Class periods.
3. Counselors shall keep all applications (accepted or denied) until after the student has graduated from high school.