

EARLY DISMISSAL REQUEST

EARLY DISMISSAL POLICY FOR SENIORS

All SCA high school students, including seniors, are required to take **seven academic classes, or six academic classes and a study hall**.

Early dismissal may be granted to seniors only under the following conditions:

- The student experiences **economic hardship** and is **employed**, or
- The student must take an **SCA-approved off-campus course** to meet graduation requirements.

Seniors who meet one of these criteria must submit a **written request** signed by both the student and a parent/guardian.

- For **employment-based requests**, include **proof of employment** (e.g., pay stub or letter from employer).
- For off-campus courses, include proof of enrollment (e.g., tuition receipt, registration confirmation, or letter from an academic advisor).

The request should outline how continued employment or enrollment will be documented.

If documentation is not submitted as agreed, the student may be required to resume a full-day schedule.

Note: Early dismissal is not permitted until official **approval is granted**. Students are encouraged to begin the request process **well in advance**.

Important: **No tuition discount** is given for approved early release.

APPROVAL PROCESS

To request early dismissal (leaving one or more periods before the end of the school day), students must:

- Submit a written request signed by both the student and a parent/guardian
- Provide documentation of either:
 - Employment (pay stub, letter from employer, or paperwork stating hours/hiring)
 - Off-campus course enrollment (tuition receipt, registration, or advisor letter)

- Submit a signed copy of the Early Dismissal Request Form
- Meet with the Academic Advisor to confirm scheduling and credit requirements

All documentation must be submitted to the High School Principal or Administrative Assistant before the semester begins.

If approved, the Principal will forward the request to the Superintendent for final decision.

AFTER APPROVAL

Off-Campus Courses

The student must provide:

- A copy of their class registration, confirming it conflicts with the SCA academic day
- A final transcript showing a passing grade of 70% or higher

Employment

The student must provide ongoing verification from the employer or a parent confirming continued employment and schedule conflict with the SCA day.

If the required documentation is not provided, the student will be scheduled for a full seven-period day.

Student Name

Student Signature

Date

Parent Name

Parent Signature

Date

OFFICE USE ONLY

Approved by HS Principal

Date

Approved by Academic Advisor

Date

Updated Schedule: ☐ Yes ☐ No

Date



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