



Senior Work Release Approval Process

Step #1 Student's Name _____ Date _____

	Monday				Tuesday				Wednesday				Thursday				Friday			
Days/ Mods	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Requested for	5	6	7	8	5	6	7	8	5	6	7	8	5	6	7	8	5	6	7	8
Work Release:	9	10	11	12	9	10	11	12	9	10	11	12	9	10	11	12	9	10	11	12
	13	14			13	14			13	14			13	14			13	14		

Parent Letter Attached _____

Employer Letter Attached _____

Step #2 Transcript Review

Comments: _____

Counselor's Signature _____ Date _____

Step #3 Administrative Approval

Comments: **Student must maintain grades and positive attendance**

_____ Approved _____ Denied

Administrator's Signature _____ Date _____

Step #4 Permanent Pass Issued (Initials) _____ Date _____

Appropriate changes made to schedule (Initials) _____ Date _____