



WORK RELEASE REQUEST FORM

Lexington Christian Academy offers the opportunity for students to leave for one class period per school day, typically 7th Hour, in order to pursue employment opportunities. A Work Release may be combined with a Business Internship to allow a student to leave campus after 5th Hour. In order to receive approval for a Work Release, your student must meet the following criteria:

1. **Have a signed and completed Work Release form on file with their counselor.**
2. **Be employed by a legitimate employer and scheduled to work during the assigned times OR have plans to pursue other meaningful extracurricular endeavors (*by special permission only*).**
3. **Be enrolled in the 12th grade and be on track to graduate.**
4. **Provide a copy of pay stub upon request for verification of continued employment.**

Your student's safety is important to us and we make every effort to know the location of our students throughout each school day. Your student will be required to sign out in the office when leaving the building. Failure to sign out will result in disciplinary consequences (e.g. three missed sign outs will receive a D-Hall). Students are expected to keep the high school office apprised of any changes to their employment status.

Thank you,

Dr. Scott Wells
High School Principal

Select one of the following options:

Work Release

Employer

Employer Signature

Authorized days and hours of employment:

Monday	Tuesday	Wednesday	Thursday	Friday

Early Release

Please provide details regarding how your child plans to utilize their Early Release time to pursue their meaningful extracurricular endeavors: _____

Student Name (Printed)

Parent Signature

Student Signature

Parent Phone Number

Date

For Office Use:

- Request **approved** and student notified
- Request **denied** and student notified

Counselor Signature/Date