



The Zone: Morning - Late Arrival Form 2023-2024

At High Tech Middle, we are fortunate to offer a before and after school program, free of charge to families. We are able to provide this due to grant funding from the After School Education and Safety (ASES) program. In order to maintain grant funding for ASES, we must adhere to attendance requirements and ask families to support us by having their students participate fully in our program. We also understand that due to certain circumstances some families may not be able to allow their students to participate in all hours of our program.

To support families while remaining in compliance with the ASES grant (and maintain funding levels), families may choose to drop off students late for before school and/or pick up early from after school, as long as they notify us, with an Early Release and/or Late Arrival form, of what hours their student is able to attend. It is the intent of the California Legislature that pupils enrolled in the before-school program in middle or junior high school attend the full duration. If a middle or junior high school student is unable to attend the minimum number of hours or days, the parent/guardian must complete and submit for approval a request for late arrival specifying the days and hours the pupil will attend and the reason(s) for requesting late arrival. *[EDC 8483(a)(1)(B)]*

First priority shall go to pupils who are identified by the program as homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a), at the time that they apply for enrollment or at any time during the school year, and to pupils who are identified by the program as being in foster care, and to pupils who are eligible for free or reduced-priced meals.” *[EDC 8483(c)(1)(A)]* For programs serving middle and junior high school pupils, second priority for enrollment will be given to students who can attend the full day every day. Non-compliance with the attendance and late arrival policy may result in disenrollment from the before-school program.

Our program hours are as follows:

Before School:

- **Monday through Friday:** 7:30 AM to 9:00 AM

After School:

- **M/T/Th/F:** 3:30 PM - 6:30 PM
- **Wednesday:** 1:15 PM - 6:30 PM



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Please fill out the following information:

Student's Full Name: _____ **Student's Grade Level:** _____

Reason(s) for Requesting Late Arrival

1. Parallel Program 2. Family Emergencies 3. Family Needs 4. Medical Appointments
 5. Weather Conditions 6. Medical Emergencies 7. Transportation 8. Other Conditions

** Please use the numbers to represent the reason for ER/LA in the appropriate column below*

Date Range	ER/LA Reason	Mon	Tues	Wed	Thur	Fri	Guardian Signature	Date of Signature	Program leader initials

Authorization for Late Arrival

By signing below I am acknowledging the intent of the California Legislature and the California Education Code; I attest that the Late Arrival authorization information is true to the best of my knowledge and I am aware of potential consequences associated with non-compliance of the ASES attendance and Late Arrival requirements.

Guardian signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____



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For Site Use Only:

Date entered into Cityspan: _____ **Staff Initials:** _____

Staff Notes: