



2024-2025 WORK RELEASE FORM Employer Verification

For the 2024-2025 school year, Work Release will be approved on a semester basis and during two open windows.

The open window to apply for Work Release for the Fall 2024 semester begins **Monday, April 22, 2024**, and ends at **12:00 p.m. on Friday, May 3, 2024**. Fall schedules for rising seniors will be created on Monday, May 6, 2024. Therefore no late applications will be approved; no exceptions.

The open window to apply for Work Release for the spring 2025 semester begins Monday, November 4, 2024, and ends at 12:00 p.m. on Friday, November 15, 2024. Spring schedules for rising seniors will be created on Monday, November 18, 2024. Therefore, no late applications will be approved; no exceptions.

In order to be eligible for an early Work Release, students must continue to meet the following criteria:

- Students must be on track for graduation and have no credit deficiencies at the time of application.
- Students must satisfy all State testing requirements for graduation.
- Students must receive their parent/legal guardian's written permission for work release.
- Students will submit a quarterly work schedule with their manager/owner's signature to the front office.
 - Quarterly schedules for the fall 2024 semester are due by August 30, 2024, and October 25, 2024.
 - Quarterly schedules for the spring 2025 semester are due by January 25, 2025, and March 28, 2025.

SCHOOL SECTION

Student Name: _____

Date Completed: _____

Current Grade Level: _____

Current Cumulative Unweighted GPA: _____ Weighted: _____

Total Credits earned to date: _____

Meets Criteria listed above: YES _____ NO _____

Name of school personnel who reviewed application: _____

Personnel Signature: _____ Date: _____

Name of Administrator: _____

Administrator's Signature: _____ Date: _____

Quarterly Schedules Received:

8/30/24: _____ 10/25/24: _____ 1/25/25: _____ 3/28/25: _____

Initialed: _____ Initialed: _____ Initialed: _____ Initialed: _____



STUDENT SECTION

Student Name: _____

Student Signature: _____

Date: _____

Where do you plan to work? _____

Parent Name: _____

Parent Signature: _____

Date: _____

EMPLOYER SECTION

Name of Business: _____

Business Address: _____

Supervisor Name: _____

Supervisor Email: _____

Supervisor Phone: _____

Supervisor Signature: _____

Date: _____