Reduced Schedule Application for Seniors/Juniors

To: Parents/Guardians of Seniors requesting reduced schedules
From: Leadership Team and Counseling Center Staff

Seniors and Juniors are expected to register for 4 classes each term at Southwest. Seniors and Juniors should enrolled in courses that will meet LPS graduation requirements and classes for post-secondary plans. Students should be in good academic standing (Minimum GPA of 2.5). Pass periods are not granted for freshmen and sophomores.

- **Seniors that are applying for a reduced schedule/pass period** should have earned at least 170 of the minimum number of credits required for graduation by the end of 11th grade.
- **Juniors that are requesting a reduced schedule/pass period** should have earned at least 140 credits by the end of 10th grade.

*** Students that have reduced schedules/pass periods are to leave the campus during the time of the pass period. By their signature, parents/guardians assume responsibility and liability for their student's location and behavior.**

Your student has applied for a reduced schedule and meets these criteria. While students may have good reasons for requesting a reduced schedule, we ask that parents/guardians and students carefully consider their request.

1. **Students must be enrolled in 30 hours/semester to be considered for Honor Roll.**
   Class Rank can be affected by the number of classes in which a student is enrolled.
   Students that are involved in sports and other extra-curricular activities need to be enrolled in a **minimum** of 15 credits to maintain eligibility during the time of participation.
2. **Students that are planning to attend a 2-year or 4-year college need to be sure that they are taking the courses that fulfill admissions requirements.**

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Student Name: _____ ID# _____
Grade Level: 11_____ or 12_____
has my permission to have a reduced schedule pass period for:

_____ A college/university class _____ Work _____ Complete an internship

_____ Other: _____

___Term 1	Block	1___	2___	3___	4___
___Term 2	Block	1___	2___	3___	4___
___Term 3	Block	1___	2___	3___	4___
___Term 4	Block	1___	2___	3___	4___

_____ _____
Parent/Guardian Signature **Date**

_____ _____
Counselor Signature **Date**

_____ _____
IEP Manager Signature (If Applicable) **Date**

_____ _____
Administrator Signature (If Applicable) **Date**

GPA:_____
2.5 or higher

Hours Earned: _____
Seniors: 170 hours end of 11th grade
Juniors: 140 hours end of 10th grade