STUDENTS

Attendance

Full-Day Schedule for Students

The Regulations Establishing Standards for Accrediting Public Schools in Virginia include a provision requiring that all students in grades one through 12 shall maintain a full-day schedule of classes (5 ½ hours) unless a waiver is granted by the local superintendent of schools. For purposes of applying the provisions of this standard, the appropriate level associate superintendent and the principal are the Superintendent’s designee. Any student who is not in the work release program associated with a school-sponsored career and technical education course or in possession of an Individualized Education Plan (IEP) or Health Treatment Plan requiring an abbreviated schedule must seek a waiver approved by the principal and the Superintendent’s designee for less than a full-day schedule. Requests shall be reviewed on a case-by-case basis, but generally shall be granted only for health or family hardship reasons. When approved, early release or late arrival shall not generally be for more than two periods within a four period/block day.

The following guidelines should be considered to determine if a waiver of the full-day schedule is appropriate for a student. This decision should be based upon information provided in the parent/guardian letter and completion of the attachment, Request for Waiver of Full-Day Schedule Requirement. A waiver of the full-day schedule may be approved if:

I. A determination is made that a student needs to work to assist with supporting his/her family; assume family responsibilities; and/or further his/her education. Parent contact is required prior to final approval of requests related to family circumstances.

II. A student would benefit from early release or a late start time as a result of existing health conditions. Documentation from a physician and a Health Treatment Plan are required for approval.

III. In extreme cases, when evidence from past school records indicates that a student would benefit, and the school environment for learning would be improved by a less than full-day schedule for this student. This action requires the recommendation of the principal, after consultation with the parent, and approval of the appropriate level associate superintendent.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2020.
# Prince William County Public Schools Request for Waiver of Full-Day Schedule Requirement

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<tr>
<th>Student Name:</th>
<th>Grade Level for Requested Year:</th>
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<th>Parent/Guardian Name:</th>
<th>Release Periods Requested:</th>
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Prince William County Public Schools Regulation 728-3 and the Standards for Accrediting Public Schools in Virginia include a provision requiring that all students in grades one through 12 shall maintain a full-day schedule of classes (5 ½ hours) unless a waiver is granted by the local superintendent of schools. For the purposes of applying this standard, any student who is not in the work release program associated with a school-sponsored career and technical education course, or in possession of an Individualized Education Plan (IEP) or Health Treatment Plan requiring an abbreviated schedule, must seek a waiver approved by the principal and the Superintendent’s designee for less than a full-day schedule. Requests will be handled on an individual basis, but generally shall be granted only for health or family hardship reasons.

Below are the approved reasons for which a Prince William County Public Schools student may be released for part of the school day. Please check the reason which best fits your situation:

- Student employment to assist and support the family
- Family responsibilities
- Extreme case not captured by the above categories
- Student employment to save money to further education
- Health concerns

Please provide the specifics of your case to support your chosen reason (attach additional documentation as needed):

**Virginia High School League (VHSL):** In order to maintain eligibility for sports and VHSL-sanctioned activities, students must take and pass a minimum of five courses for credit and two of those five passing grades must be “C” or higher. Students are responsible for maintaining their eligibility. Check below for the statement that is applicable to you:

- I am participating in VHSL activities
- I am not participating in VHSL activities

- Early Release/Late Arrival Approved
- Early Release/Late Arrival Denied (indicate reason below)

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<thead>
<tr>
<th>Student Signature/Date</th>
<th>Principal/Designee Signature/Date</th>
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<tr>
<td>Parent/Guardian Signature/Date</td>
<td>Counselor Signature/Date</td>
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<td>Case Manager Signature/Date</td>
<td>Other Required Signature/Date</td>
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(if applicable to ensure compliance with student IEP requirements)