

Prince William County Public Schools Request for Waiver of Full-Day Schedule Requirement	
Student Name:	Grade Level for Requested Year:
Parent/Guardian Name:	Release Periods Requested: (Class period/time of day requests are not guaranteed)
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 ☐ Early Release/Late Arrival Approved ☐ I am not participating in VHSL activities ☐ Early Release/Late Arrival Denied (indicate reason below)	
Student Signature/Date	Principal/Designee Signature/Date
Parent/Guardian Signature/Date	Counselor Signature/Date
Case Manager Signature/Date (if applicable to ensure compliance with student IEP requirements)	Other Required Signature/Date