

**GLENDALE UNIFIED SCHOOL DISTRICT
CHILD DEVELOPMENT & CHILD CARE DEPARTMENT**

Phone: (818) 247-0775 | CDCC@gusd.net

LONG-TERM NON DISTRICT ACTIVITY EARLY RELEASE REQUEST FORM

ASES ELEMENTARY/MIDDLE SCHOOLS

I, (name of parent or guardian) _____, on (date) _____,
hereby request my child, (student's name _____, grade _____,
be given permission to be released early from the ASES Program Site _____
Beginning Date 8/16/23 End Date 6/5/24 Time: _____

Circle Days: M T W TH F

Please check the following acceptable reason(s):

- Recurring Medical appointments (Documentation required)
- Religious Classes (Documentation of enrollment required).
- Participation in parallel enrichment program (Documentation of enrollment required) provided outside of GUSD campus.
- If the Parent uses public transportation, he/she may pick up his/her student at 4:30 p.m. standard time. When Daylight Savings Time goes into effect, students will be dismissed at 5:15 p.m. (Bus Pass required)
- Middle Schools Only** - If the student walks home, he/she will be dismissed at 4:30 p.m. standard time. When Daylight Savings Time goes into effect, students will be dismissed at 5:15 p.m.
- In the best interest of the family.

This form must be completed prior to the student leaving the ASES Program and cannot be given to the after school staff on the following day. No student will be released without prior authorization from a parent or guardian.

I understand that the Child Development and Child Care Department (CDCC) and the Glendale Unified School District will not be held responsible for my child while he/she is not present at the school site. I further understand that it is expected that students will attend five days per week after school until 6:00 p.m. Only students who follow the expectation will be given priority re-enrollment the following school year.

Signature of Parent or Guardian

Date