The Columbus City School District permits Parents/Guardians to request their children to attend school for one-half of the traditional school day. Requests must meet the following conditions:

* The request must be made in writing by the Parent/Guardian, including signature and date.
* The student must attend a minimum of 50% of the school day during AM or PM session.
* The student must follow the same schedule daily; alternating days are not permitted.
* Transportation will not be provided mid-day; only at the beginning or end of the school day.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_

I request my child to attend: \_\_\_\_\_ AM session \_\_\_\_\_ PM session

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_

(The first date the student attended half-day)

Reason for request:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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By signing below, I agree to the conditions stated herein.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

**Office Use Only**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building Principal Signature** **Date**

Please complete each item:

 - Area Superintendent notified Date \_\_\_\_\_\_\_\_\_\_\_\_\_

 - Early Childhood Education Director notified Date \_\_\_\_\_\_\_\_\_\_\_\_\_

 - Scheduled in ½ day attendance course - **must be completed prior to emailing EMIS** Date: \_\_\_\_\_\_\_\_\_

 - EMIS Staff\* (emis\_staff@columbus.k12.oh.us) notified Date \_\_\_\_\_\_\_\_\_\_\_\_\_

 \*EMIS *must* be notified when students start and end half day attendance

**This document must be uploaded to the student’s document tab in Infinite Campus.**