



State and Federal Programs
466 Moss Street, Chula Vista, California 91911 (619) 934-8300

Before/After School Activities Club MAYA
6:30 a.m.-6:10 p.m. reg. days/6:00 p.m. min. days
1051 Picador Boulevard, San Diego, CA 92154
(619) 662-8260 • (619) 662-8360 Fax

School Name: Montgomery Middle Program Hours: Start Time: 6:30 a.m. End Time: 8:10 a.m.

ASES Before School Late Arrival Form

Attendance and Late Arrival Policy

In accordance with the California Education Code Section 8483.1(a)(1)(2)(3), the following regulations regarding attendance and reasonable late daily arrival of pupils to the Before School Program are required. To comply with the intent of the ASES Education Code, any pupil must participate in the program for one-half of daily program hours for attendance accounting purposes. The LEA considers 30 minutes to be a reasonable late daily arrival time for pupils to arrive to the program before it is considered necessary to complete and submit for approval a request for late arrival as noted below. All tardy pupils must provide a tardy note to be counted as an excused/approved tardy. Furthermore, a periodic review of attendance will be conducted to ensure priority enrollment is given to students who attend daily.

Middle School Students

It is the intent of the California Legislature that pupils enrolled in the after school program in middle or junior high school attend a minimum of six hours a week or three days a week. If a middle or junior high school student is unable to attend the minimum number of hours or days, the parent/guardian must complete and submit for approval a request for late arrival specifying the days and hours the pupil will attend and the reason(s) for requesting late arrival. Priority for enrollment will be given to students who can attend the full day every day. Non-compliance with the attendance and late arrival policy may result in disenrollment from the before school program.

Student's Last Name: _____ First Name _____ M.I. _____

Student's Grade Level: _____ Student's School ID # _____

Reason(s) for Requesting Late Arrival

- | | | | |
|-----------------------|------------------------|---------------------|-------------------------|
| 1. Parallel Program | 2. Family Emergencies | 3. Family Needs | 4. Medical Appointments |
| 5. Weather Conditions | 6. Medical Emergencies | 7. Other Conditions | 8. Transportation |

Reason: _____

Authorization for Late Arrival

(Must arrive no later than half program hours **7:20 AM**)

Date Range	LA Reason	Monday	Tuesday	Weds.	Thursday	Friday	Parent/ Guardian Signature	Date of P/G Signature	Program Leader Initials
Example: 10/1/14- 1/12/15	8. Transportation- must drop off on way to work	7:15	7:15	7:15	7:15	7:15	Jane Doe	9/20/14	JS

By signing below I am acknowledging the intent of the California Legislature and the California Education Code; I attest that the Late Arrival authorization information is true to the best of my knowledge and I am aware of potential consequences associated with non-compliance of the ASES attendance and Late Arrival requirements.

Parent/Guardian's signature: _____ Date: _____

Staff Signature: _____ Date: _____

Entered in City Span on: _____ Staff Initials: _____



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School Name: Montgomery Middle Program Hours: Start Time: 3:10 p.m. End Time: 6:10 p.m.

ASES After School Early Release Form

Attendance and Early Release Policy

In accordance with the California Education Code Section 8483(a)(1)(2)(3), the following attendance and reasonable early daily release regulations for the After School Education and Safety Program (ASES) are required. To comply with the intent of the ASES Education Code, any pupil must participate in the program for one-half of daily program hours for attendance accounting purposes. The LEA considers 30 minutes to be a reasonable early daily release time for pupils to depart before the end of program before it is considered necessary to complete and submit for approval a request for early release as noted below. **In addition, pupils that attend a non-ASES parallel program (i.e. academic recovery, intervention, other tutoring programs, etc.) for long-term patterns must have a completed late arrival form, and participate to the end of the program time.** A periodic review of attendance will be conducted to ensure priority enrollment is given to students who attend daily.

Middle School Students

It is the intent of the California Legislature that pupils enrolled in the after school program in middle or junior high school attend a minimum of nine hours a week and three days a week. If a middle or junior high school student is unable to attend the minimum number of hours and days, the parent/guardian must complete and submit for approval a request for early release specifying the days and hours the pupil will attend and the reason(s) for requesting early release. Priority for enrollment will be given to students who can attend the full day every day. Non-compliance with the attendance and early release policy may result in disenrollment from the after school program.

Student's Last Name: _____ First Name: _____ M.I. _____

Student's Grade Level: _____ Student's School ID # _____

Reason(s) for Requesting Early Release

- | | | | |
|-----------------------|------------------------|---------------------|-------------------------|
| 1. Parallel Program | 2. Family Emergencies | 3. Family Needs | 4. Medical Appointments |
| 5. Weather Conditions | 6. Medical Emergencies | 7. Other Conditions | 8. Transportation |

Reason: _____

Authorization for Early Release

(Must leave no earlier than half program hours 4:45 p.m. (M-TH) and 3:45 p.m. (min. day FRI))

Date Range	ER Reason	Monday	Tuesday	Weds.	Thursday	Friday	Parent/Guardian Signature	Date of P/G Signature	Program Leader Initials
Example: 10/1/14- 1/12/15	1. Parallel Program- Dance class off campus	5:15	n/a	5:15	n/a	n/a	Jane Doe	9/20/14	JS

By signing below I am acknowledging the intent of the California Legislature and the California Education Code; I attest that the Early Release authorization information is true to the best of my knowledge and I am aware of potential consequences associated with non-compliance of the ASES attendance and Early Release requirements.

Parent/Guardian's signature: _____ Date: _____

Staff Signature: _____ Date: _____

Entered in City Span on: _____ Staff Initials: _____

School Name: _____ Program Hours: Start Time: _____ End Time: _____

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics."
SUHSD Board Policy 0410.



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Student's Last Name: _____ First Name: _____ M.I. _____

Student's Grade Level: _____ Student's School ID # _____

Reason(s) for Requesting Early Release

- | | | | |
|-----------------------|------------------------|---------------------|-------------------------|
| 1. Parallel Program | 2. Family Emergencies | 3. Family Needs | 4. Medical Appointments |
| 5. Weather Conditions | 6. Medical Emergencies | 7. Other Conditions | 8. Transportation |

Reason: _____

Authorization for Late Arrival

(Must arrive no later than half program hours 4:45 p.m.)

Date Range	ER Reason	Monday	Tuesday	Weds.	Thursday	Friday	Parent/ Guardian Signature	Date of P/G Signature	Program Leader Initials
Example: 10/1/14- 1/12/15	1. Parallel Program- Intervention needs	4:30	n/a	4:30	n/a	n/a	Jane Doe	9/20/14	JS

By signing below I am acknowledging the intent of the California Legislature and the California Education Code; I attest that the Late Arrival authorization information is true to the best of my knowledge and I am aware of potential consequences associated with non-compliance of the ASES attendance and Late Arrival requirements.

Parent/Guardian's signature: _____ Date: _____

Staff Signature: _____ Date: _____

Entered in City Span on: _____ Staff Initials: _____