



Temporary Administrative Attendance Waiver Application and Contract

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

FCPS Form 400-33F
[Regulation 400-33](#)
March 2023

Clear Form

In the case of a special education student, any decision to shorten the normal school day shall be made through the individualized education program (IEP) team to ensure that a free, appropriate, public education continues to be provided and all rights are afforded under the Individuals with Disabilities Education Act (IDEA). The IEP team will acquire the appropriate documentation to support the decision.

Student Name _____ Grade _____ Date _____

Address _____ Phone No. _____

Reason for requesting temporary administrative attendance waiver: (select one)

A condition exists where a normal school day might create or aggravate a health or behavior adjustment problem

- a. Psychological problems
- b. Physical problems
- c. Emotional problems

Sufficient evidence is provided for financial need in order for the student to continue his/her education. For this condition, approval of the instructional director of high schools or designee is mandatory.

The temporary administrative attendance waiver is determined to be in the best interest of the student. This waiver requires the approval of the instructional director of high schools or designee.

If the student is a senior, the student's time away from school must be used to promote educational experiences.

In the case of a special education student, please see FCPS Regulation 400-33.

Provide specific details supporting reasons for request:

We, the parents and student, understand that the temporary administrative attendance waiver provides for release of students from direct school supervision for part of the school day for the five aforementioned reasons. The student should be enrolled in the school for a minimum of four periods per day.

We understand that the temporary administrative attendance waiver is subject to review, revision, and cancellation at any time during the school year. We also understand that the temporary administrative attendance waiver is not part of the work-study program.

We hereby make application for the temporary administrative attendance waiver. If accepted, my parents and/or guardians and I have agreed to the following regulations:

1. The student shall have transportation acceptable to the school's administration.
2. The student shall leave the school campus immediately at the appropriate time unless special permission has been given by the administration.
3. The student shall maintain good academic standing.
4. The student shall attend school regularly, realizing that excessive absenteeism automatically removes him from the program.
5. The parents and/or guardian assume responsibility for the student upon release from school.
6. The parents/student agree to report to the designated school within one school day of the termination of the student's off-campus placement.
7. Both parents and student understand that violations of the above regulations may result in removal from the program.

Signature of Student

Date

Signature of Parent/Guardian

Date

Faculty Committee Recommendation

Comments:

Approved

Not Approved

Signature of Committee Chairperson

Date

Principal's Recommendation

Comments:

Approved

Not Approved

Signature of Principal

Date

Signature of Instructional
Director of High Schools

Date

Signature of IEP Chairperson
(if applicable)

Date