

**Guidance Department**  
**Partial Day Request Form**

Prior to making the request for a partial day, students and parents should review the guidance in the BHS handbook regarding "Partial Day Students":

1. Seniors in their last semester who need two units or less of credit may be permitted to be on a part-time (3/7) basis. Hopefully, these three classes could be scheduled in consecutive periods. Although exceptions may be made, requests for part-time schedules should be made prior to the 5th meeting date of classes. Students and parents are cautioned that each year one or more students fail to graduate because they reduced their schedule to the minimum needed to graduate and then fail to complete credit in one of the classes. As a result, students and parents are advised that students who do not complete requirements on time are not permitted to participate in the graduation ceremony.
2. Ninth semester seniors who need one-half unit may be scheduled for one class only.
3. A student's schedule may be rearranged in order to accommodate a request from a full schedule to a partial day schedule. This schedule cannot be changed, however, if it places the student in an overloaded class or a different subject from the original schedule in the process of rearranging to a partial day program.
4. A request by the parent must be made in writing and returned to the Associate Principal for approval before rescheduling. Families are advised that there may be some implications for medical and automobile insurance policies with clauses referring to full-time students. Families are also advised to check with prospective colleges regarding implications of a reduced schedule on their admissions and scholarship decisions. Finally, families are advised that a reduced schedule may render the student ineligible to represent the school as an athlete or for other extra-curricular activities.
5. A file will be maintained on part-time students by the counseling office.
6. Any exception to the above rule must be approved by the Principal or Associate Principal.
7. Students with less than 6 credit bearing courses are not eligible for most scholastic honors such as honor roll, purple/gold cards, Principal's List, academic monograms, or honor graduates.

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

Advisor: \_\_\_\_\_

Dear Parent(s)/Guardian(s),

Your student has requested a partial day schedule for his/her final semester at Bloomington High School. Your student will attend school during the periods: \_\_\_\_\_

Your signature below verifies your permission and request:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_