



Saint Joseph Regional School  
92 Wilson Street  
Keene, NH 03431

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Pre K-Grade 8

Our Lady of Mercy Academy  
161 Main Street  
Keene, NH 03431

Phone 603/352-2720  
Fax 603/358-5465  
www.mercyacademykeene.org

Grades 9-12



## OUR LADY OF MERCY ACADEMY

### LATE ARRIVAL/EARLY RELEASE PERMISSION

Students who do not have a class scheduled during certain times of the school day may request Late Arrival/Early Release.

- Parents/guardians must approve Late Arrival/Early Release for their child. This permission form must be signed and on file with the OLMA Main Office. Once signed, the form serves for the duration of the school year.
- Students must sign in/out at the OLMA Main Office when arriving/departing for Late Arrival/Early Release.
- Students may not be on campus prior to 9:30am if they are utilizing Late Arrival.
- After signing out for Early Release, students must leave the campus promptly. They may not remain anywhere within the school buildings or in the parking lot areas.
- If students choose not to utilize Late Arrival/Early Release and remain on campus, they will be assigned to a specific study hall location and attendance will be taken.

Late Arrival/Early Release is a privilege that may be revoked at any time at the discretion of the Administration.

I am requesting **Late Arrival/Early Release**. I have read and agree to abide by the above rules. I understand that this privilege may be revoked at any time if the above rules are not followed.

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

Student cell phone number \_\_\_\_\_

I agree that my child may have Late Arrival/Early Release privileges.

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Received by Dean of Students.

Date \_\_\_\_\_ Dean of Students Signature \_\_\_\_\_

Original: Dean of Students

Copy: Main Office

Copy: Student/Family