



**THREE VILLAGE
CENTRAL SCHOOL DISTRICT**

The mission of the Three Village Central School District, in concert with its families and community, is to provide an educational environment which will enable each student to achieve a high level of academic proficiency and to become a well-rounded individual who is an involved, responsible citizen.

***John M. Holownia, Principal
Ward Melville High School***

September 5, 2024

Dear Students and Families of Ward Melville High School,

Through the scheduling process, your student has requested to have no 1st period and/or no 9th period. While we recommend that students attend school for all 9 periods and avail themselves of the great courses we offer, junior and senior students are permitted to arrive immediately prior to their first scheduled class and/or leave school grounds at the conclusion of their scheduled day. If you would like to give permission for your child to arrive in time for their first scheduled class and/or leave after their last scheduled class, rather than arrive at 7:05 am or leave at 1:46 pm, please fill out a Late Arrival/Early Release Form, which is available in the Guidance Office or on the High School website.

In order to maintain an environment that is most conducive to learning, students who arrive late or leave early must have their own, consistent transportation in place to arrive or leave at the time indicated on the form below. Students who have confirmed approval for Late Arrival and/or Early Release are required to enter or leave school through the doors that are staffed by security at either the main office, gym lobby, or auditorium lobby, using their school ID. Please note that once a student leaves school grounds with Early Release, the student is not permitted to return before 1:50 pm. Any changes to class schedules that may affect the time of a student's late arrival and/or early release will require an updated application form to be filled out and submitted to the Guidance Office. If you have any questions or concerns regarding this matter, please do not hesitate to call.

Sincerely,

John M. Holownia

John M. Holownia
Principal
Ward Melville High School

Assistant Principals: Vincent Cereola, William Corrao, Stacey Zeidman
Deans: Jay Negus, Matthew Fyfe

380 Old Town Road ■ East Setauket, New York 11733 ■ Telephone: 631-730-4900

Dr. Kevin Scanlon, **Superintendent of Schools**
Jeffrey Carlson, **Interim Deputy Superintendent**
Dr. Gary Dabrusky, **Assistant Superintendent, Human Resources**
Dr. Brian Biscari, **Assistant Superintendent, Educational Services**
100 Suffolk Avenue ■ Stony Brook, New York 11790 ■ Telephone: 631-730-4000 ■ Fax: 631-474-7784

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**Ward Melville High School
Late Arrival / Early Release Form**



Please Print Legibly

Student Name:	Grade:
Parent/Guardian Name:	
Parent/Guardian Cell Phone #:	
Guidance Counselor:	

Complete the necessary information and sign below

Late Arrival	
Fall Semester	
First Scheduled Class on A Days: Period ____	First Scheduled Class on B Days: Period ____
I am requesting permission for my student to arrive at: _____ AM.	
Spring Semester	
First Scheduled Class on A Days: Period ____	First Scheduled Class on B Days: Period ____
I am requesting permission for my student to arrive at: _____ AM.	

Early Release	
Fall Semester	
Last Scheduled Class on A Days: Period ____	Last Scheduled Class on B Days: Period ____
I am requesting permission for my student to depart at: _____ PM.	
Spring Semester	
Last Scheduled Class on A Days: Period ____	Last Scheduled Class on B Days: Period ____
I am requesting permission for my student to depart at: _____ PM.	

Explain method of consistent transportation:

We have read and understand the information on this form and we agree to follow the requirements in order to maintain the privilege of late arrival and/or early release. Failure to follow the rules and regulations of the school may result in the loss of privilege.

Student Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

****Please submit this completed form to the Guidance Office****

Please note that late arrival and/or early release will only be scheduled if your student does not have a class. For example, if your student's last period class is period 8, they will be assigned 9th Period Early Release.