

**ROBERTSON COUNTY SCHOOLS**

Donna Dorris, Supervisor of Student Services

2121 Woodland Street

Springfield, TN 37172

Phone (615) 384-5588

Fax (615) 384-9749

**MEMORANDUM**

To: Secondary Principals  
Guidance Counselors

From: Donna Dorris

**RE: Partial Student Status**

A student requesting partial student status should follow this process:

1. Make written application to the principal. Include all necessary information regarding hardship and/or employment including place of employment, work schedule, phone number, and name of immediate supervisor. The student and parent/guardian should sign the request.
2. Obtain a written recommendation from the principal and guidance counselor.
3. Review Board Policy 4.440 and sign the attached sheet.
4. Request that the guidance counselor send the signed application, recommendation, a current transcript, and a current class schedule to the Office of Student Services.

I will review the request and notify you if the student is a candidate for partial student status.

**Partial Student Status  
Checklist:**

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

School: \_\_\_\_\_

- \_\_\_\_\_ 1. Letter to Principal from student and parent/guardian including the following information:  
  
\_\_\_\_\_ Explanation of hardship  
  
and/or  
  
\_\_\_\_\_ Employment information (place of employment, work schedule, name of immediate supervisor, and phone number)
- \_\_\_\_\_ 2. Recommendations from:  
  
\_\_\_\_\_ Principal  
  
\_\_\_\_\_ Guidance Counselor
- \_\_\_\_\_ 3. Completed Application
- \_\_\_\_\_ 4. Transcript
- \_\_\_\_\_ 5. Current Class Schedule

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**PARTIAL STUDENT STATUS**

I, \_\_\_\_\_, have read and understood the  
(Student Name)  
expectations for Partial Students as outlined in the packet and in Board of Education  
Policy 4.440.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guidance Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

**Copy to be filed in student's cumulative record.**