Dr. Sandra Spivey
Principal

Mr. Heath Johnson
Assistant Principal

DADE MIDDLE SCHOOL
Preparing For Our Future

Dade Middle School
250 Pace Drive
Trenton, GA 30752
Home of the Wolverines

PRE-APPROVED ABSENCE REQUEST FORM

A maximum of 2 days per school year may be classified excused as "administrative leave" if the following conditions are met:

- The Principal must approve the absence(s) in advance.
- Upon return to school, the student must submit to the Principal a paper written by the student explaining the absence, what he/she learned, and/or a description of a new place, event, or situation experienced during the absence(s).
- There must be one page submitted for each day absent (so a maximum of two pages.)
- The paper must be submitted to the Principal within five school days upon the student's return to school.
- The absence(s) must be a travel opportunity with educational benefits, graduation or wedding of a close family member, or a specialized educational experience.

These pre-approved and administratively excused days will not count as part of the five parent notes that can be used to excuse other absences throughout the school year.

COMPLETE ALL INFORMATION BELOW.

Student's Name _____

Requested Date(s) of Absence(s) _____

CHECK REASON FOR ABSENCE(S):

_____ Travel opportunity with educational benefits
_____ Graduation or wedding of a close family member
_____ Specialized educational experience

Parent's/Guardian's Signature _____ Date _____

Principal's Pre-Approval Signature _____ Date _____

Date Paper Submitted _____ Principal's Approval Initials _____