Clayton Middle School 6th & 7th Grade
Administrative Excuse Request

Name of Student:_____

Date(s) for Absence:_____

Reason for Request:_____

Administrative Excuses are granted only to students who are in good standing both academically and behaviorally. An administrative excuse will only be approved prior to the absence(s) and will be considered on the basis of whether it is necessary and in the best interest of the child and parents. Heavy emphasis for approval will be based on previous grades, behavior, attendance, current academic performance, and classroom teachers' recommendations. An Administrative Excuse entitles the student to make up all work missed within time limits set by each teacher. All days missed count against the total days allowed under Section 5112 of the Smyrna School District Attendance Policy.

As the parent or guardian of the above named student, I understand and accept the conditions as stated above.

_____ _____

Signature of Parent/Guardian Date

The student must obtain the signature of the teacher, have the parent/guardian sign above and return this form to the office, prior to the absence.

Teacher's Signatures

Period 1:_____ Period 2:_____

Period 3:_____ Period 4:_____

Period 5:_____ Period 6:_____

Period 7:_____ Period 8:_____

Number of days Absent to date _____ Number of days of requested leave _____

Approved ☐ **Denied** ☐

_____ _____

Signature of School Official Date