

**Smyrna High School  
Administrative Excuse Request**

**Name:** \_\_\_\_\_ **Date of Absence(s):** \_\_\_\_\_

**Reason for request:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Administrative Excuses (ADEX) are granted only to students who are in good standing both academically and behaviorally. An ADEX 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 student and parent. Heavy emphasis for approval will be based on previous semester grades, behavior, attendance, and current academic performance and classroom teachers' recommendations. An ADEX 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.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

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

**Teacher's Signature(s):**

Period 1: \_\_\_\_\_

Period 2: \_\_\_\_\_

Period 3: \_\_\_\_\_

Period 4: \_\_\_\_\_

Period 5: \_\_\_\_\_

Period 6: \_\_\_\_\_

Period 7: \_\_\_\_\_

Period 8: \_\_\_\_\_

\_\_\_\_\_

**To be completed by office staff**

Total days absent this year: \_\_\_\_\_

Total behavior incidents this year: \_\_\_\_\_

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Denied**

\_\_\_\_\_  
**Signature of School Official**

\_\_\_\_\_  
**Date**