



**ELEMENTARY CAMPUS**

22051 Wilson Road | Georgetown, DE | 302-856-3300

**SECONDARY CAMPUS**

21150 Airport Road | Georgetown, DE | 302-856-3636

**Eric M. Anderson, Head of School**

**Extended Vacation Application  
(absences of 3 or more school days)**

I hereby apply to be excused from school from \_\_\_\_\_  
(Date)

to \_\_\_\_\_ to go to \_\_\_\_\_  
(Date) (Destination)

Current Number of Absences \_\_\_\_\_  
(Attendance Officer Signature)

I understand that the days missed will be recorded as days absent from school and Sussex Academy's policy states that students missing more than 17 days of school may be retained in the current grade level. I understand that it is my responsibility to request assignments in advance, to make every effort to complete the assignments while I am away, and turn them in upon my return. I am also aware that I will need to make up all assessments as well as assignments that are given during my absence within the same number of days that I am absent due to my vacation.

| <b><u>High School</u></b>   | Teacher Initials | Current Grade | Comments |
|-----------------------------|------------------|---------------|----------|
| English                     | _____            | _____         | _____    |
| Math                        | _____            | _____         | _____    |
| Science                     | _____            | _____         | _____    |
| Social Studies              | _____            | _____         | _____    |
| Spanish/French              | _____            | _____         | _____    |
| <b><u>Middle School</u></b> |                  |               |          |
| Reading                     | _____            | _____         | _____    |
| Writing                     | _____            | _____         | _____    |
| Math                        | _____            | _____         | _____    |
| Science                     | _____            | _____         | _____    |
| Social Studies              | _____            | _____         | _____    |

€Approved      €Denied

\_\_\_\_\_  
*Student Name*

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

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

\_\_\_\_\_  
*Team Leader Signature*

\_\_\_\_\_  
*Dean of Middle School/High School*