

**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**Pre-Approved Absence Application****PART A (to be completed by all)**I, _____, hereby apply to be excused from school from _____ to _____.
Student Name Date DateThe purpose of my absence is for: Vacation
(Circle One) Family Emergency
Medical
Other _____

Please Insert Reason for Absence

Current Number of Absences: _____

Verified by Attendance Officer

I understand that, *if approved*, the days missed will be recorded as days absent from school. If the application is denied, all days missed will be recorded as Unexcused Absences. Sussex Academy's policy states that students absent for more than 21 days are considered truant and may be retained or not graduate. 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 all assignments in to teachers as soon as I return to school. I am also aware that I will need to make up all assessments and any other work that was missed during my absence.

This is an application only and is not approved until all signatures have been obtained and previous absences verified, as well as signature from and Administrator of Sussex Academy. If approved, this will be considered an Excused Absence. However, our Code of Conduct states that accumulated Excused and Unexcused absences may result in loss of credit/promotion and/or truancy court. Please refer to our Student Handbook/Code of Conduct for more detailed information.

PART B (to be completed only if requesting 3 or more days)

<u>High School</u>	<u>Class/Subject</u>	<u>Teacher Initials</u>	<u>Current Grade</u>	<u>Comments</u>
Period 1	_____	_____	_____	_____
Period 2	_____	_____	_____	_____
Period 3	_____	_____	_____	_____
Period 4	_____	_____	_____	_____
Period 5	_____	_____	_____	_____

<u>Middle School</u>	<u>Teacher Initials</u>	<u>Current Grade</u>	<u>Comments</u>
Reading	_____	_____	_____
Writing	_____	_____	_____
Math	_____	_____	_____
Science	_____	_____	_____
Social Studies	_____	_____	_____
Spanish	_____	_____	_____

PART C (to be completed by all)

Student Signature

Parent Signature

Team Leader Signature

Administrator Signature

**APPROVED****DENIED**