



Request for Special Attendance Circumstances

Student Name _____ Grade _____ Teacher _____

Sussex Montessori School encourages families to schedule family vacations for periods when school is not in session. When this is not possible, please complete the following form and return it to the Front Office of your school for approval no later than 2 weeks before the scheduled absence. In accordance with the Delaware Department of Education guidelines, SMS is required to determine whether absences for family vacation are considered excused or unexcused. To be classified as excused, students must do the following: 1) complete this form; 2) make arrangements to complete missed work; 3) have the absences approved by school administrators.

Information about the Absence (To be completed by parent/legal guardian.)

First Day of Missed Class _____ Last Day of Missed Class _____

Reason for Absence (Include a description of the educational value.)

Student Name Printed _____

Parent/Guardian Name Printed _____

Parent/Guardian Signature _____

Date _____

Teacher Coordination of Missed Work (To be completed by the student's teacher.)

First Day of Missed Class _____ Last Day of Missed Class _____

By signing, you are indicating that the parent/guardian and the student have made arrangements to complete work missed during the absences listed on this form. You are also indicating that the student is in good academic standing.

Teacher Comments:

Does the student have a 504/IEP? **Yes** **No** If yes, Special Education Coordinator must also sign off.

Teacher Signature _____

Date _____

Special Education Coordinator _____

Date _____

SMS USE ONLY

Student's absence is EXCUSED / UNEXCUSED.

Administrator or School Attendance Review Team Signature _____

Date _____