



**Dickinson Middle School**  
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 Dickinson, ND 58601  
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<http://www.dms.k12.nd.us>

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## Family/Personal Absence Request Form

The student named below has requested permission to be absent from school for a number of school days due to a family commitment/vacation and/or personal reason. Requests may be granted by the DMS administration determined on a case by case basis. Considerations will be given for students that historically display excellent attendance and behavior at school. Furthermore, the administration must feel comfortable that the absence will not adversely affect the student academically.

If approved, the student and parents/guardians have been notified that the absences will count towards the Dickinson Middle School absence policy. Furthermore, make-up time may also be assigned upon the student return, which may include assignments to Opportunity Period and/or detention. Lastly, it is the student's responsibility to contact his/her teachers for all assignments while gone and to have those completed upon his/her return to school.

Dates requested to be gone:

Explanation of absence (where is the student going and why – please provide full explanation)

\_\_\_\_\_ (student) \_\_\_\_\_ (date)

\_\_\_\_\_ (parent/guardian) \_\_\_\_\_ (date)

\_\_\_\_\_ (parent/guardian) \_\_\_\_\_ (date)

This application has been    approved    not approved

\_\_\_\_\_ (administration)