BEVERLY PUBLIC SCHOOLS
BEVERLY, MASSACHUSETTS

ABSENCE REPORT FORM

NAME: ________________________________  _____Instructional

SCHOOL/DEPT. ________________________________  _____Non-Instructional

REASON

_______PERSONAL DAY (for imperative personal business which could not effectively
be conducted outside of school hours)
Verification of requested leave: _______days available
_________days used
Payroll Clerk

_______VACATION (where permitted by contract)

_______PERSONAL ILLNESS (non-instructional staff only)

_______BEREAVEMENT LEAVE  Relationship: ____________________________
# of days: ______

_______JURY DUTY

_______SUMMONS to court as a witness

_______ATTENDANCE at the marriage of a son/daughter, sibling, parent

_______OTHER (subject to Superintendent’s approval) please specify:

________________________________________

DATE(S) OF ABSENCE: ____________________________

INSTRUCTIONAL: __________ (Number of Days)

NON-INSTRUCTIONAL: __________ (Number of Hours)

DAY(S) OF THE WEEK (circle)  M  T  W  TH  F

Employee Signature: ____________________________  Date: ________

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Acknowledged by: ____________________________  Date: ________

Principal/Supervisor

Business Manager (Non-instructional)  Superintendent of Schools (Instructional)