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:_____

Acknowledged by:_____ Date:_____
Principal/Supervisor

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