BEVERLY PUBLIC SCHOOLS BEVERLY, MASSACHUSETTS

ABSENCE REPORT FORM

| NAME: | | _ | Instructional | |
|--------------------------------------|---|-----------------------|-------------------|--|
| SCHOOL/DEPT. | | _ | Non-Instructional | |
| <u>RE</u> | ASON | | | |
| Verification of requeste | d outside of schoo | l hours | 5) | |
| Payroll Clerk | | | | |
| VACATION (where permitted I | oy contract) | | | |
| PERSONAL ILLNESS (non-ins | tructional staff o | nly) | | |
| BEREAVEMENT LEAVE | Relationship: # of days: | | | |
| JURY DUTY | or unjo | _ | | |
| SUMMONS to court as a witne | SS | | | |
| ATTENDANCE at the marriage | of a son/daughte | r cihli | ng narent | |
| | G | ŕ | | |
| OTHER (subject to Superintend | lent's approval) ¡ | olease s _l | pecify: | |
| | | | | |
| | | | | |
| DATE(S) OF ABSENCE: | | _ | | |
| INSTRUCTIONAL: (Number of Da | ays) | | | |
| NON-INSTRUCTIONAL:(Num | | | | |
| DAY(S) OF THE WEEK (circle) M | T W | ТН | F | |
| Employee Signature: | | _ | Date: | |
| | | | | |
| Acknowledged by: | | | Date: | |
| Principal/Supervisor | | | | |
| Business Manager (Non-instructional) | Superintendent of Schools (Instructional) | | | |