



Madison Park Technical Vocational High School

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Kevin McCaskill
Executive Director

Brett Dickens
Headmaster

EXCUSED ABSENCE FORM

Procedure:

1. Student take note describing reason for absence TO homeroom teacher
2. Homeroom teacher reviews not to determine if the absence is excusable (Excusable absences include illness, court appearance and a death in the family. Other extenuating circumstances must be reviewed by the administrator.) If the absence is excused teacher fills out the Excused Absence Form and gives it to student.
3. Student takes the form to his/her teacher for the signatures.
THIS MUST BE DONE DURING REGULARLY SCHEDULED CLASSES.
STUDENTS MUST NOT MISS CLASS TO TAKE THIS FORM TO THE TEACHER.
4. Student returns the form to homeroom teacher
5. Homeroom teacher attaches form to attendance sheet on following day to be sent to registrar.
6. Registrar returns from to Homeroom Teacher who keeps it on file.

NOTE: An excused absence is not a waiver. Waivers must be applied for at the end of the term if the student has been absent more than 15% of the time.

Date_____

This is to verify that _____,

_____ Student Name _____ Student ID#
Was absent on _____ for _____ days.

_____ dates of excused absence(s) _____ # of days excused
He/She is to be marked "X" for excused absence. See note attached.

Homeroom Teacher Signature

Date

Period 1 Teacher

Period 2 Teacher

Period 3 Teacher

Period 4 Teacher

Period 5 Teacher

Period 6 Teacher

Period 7 Teacher

Period 8 Teacher

Registrar's Signature_____ Date_____