



PEABODY PUBLIC SCHOOLS

27 Lowell Street, Peabody, Massachusetts 01960

Telephone: 978.536.6500

Dr. Josh Vadala
Superintendent of Schools

Dr. Kelly Chase
Assistant Superintendent

Dr. Mark Higgins
Assistant Superintendent

Dear Colleagues;

Please remember that this form is for both payroll attendance and emergency management attendance.

The expectation is for all absences to be reported by the on-line absence form. Failure to do so will result in disciplinary action.

Using the on-line form:

- Go to our district website: <https://peabody.k12.ma.us/> via any electronic device and sign in with your school account information.
- Scroll down the page and select the staff tab and sign into your account
- Select On-line Absentee Form
- Fill in the blanks and select scroll down options.
- **Read the option requirements since some options apply to select staffing/union groups.**
- **Enter only the dates that you are absent.**

You need to have an active Peabody public school email account and you are the only person who can access your personal on-line absence form. Sign into your school account to gain access to the form.

Please continue to follow the call out time rules in place:

- High School submit form no later than 6 am
- Middle School submit form no later than 6:45 am
- Elementary and other staff submit the form no later than 7 am.
- Non-union staff must complete the form during vacation week, if they are absent.

NOTE: You are still required to complete the on-line absentee form, even if you were not able to meet the above time requirement. This is the only method to be used to report your absence effective immediately, regardless of the time. Teacher's Only: You need to complete both the on-line absence form and the personal day request form when you are taking a personal day. You are also responsible to complete the form if you are out of the building for school business like a training or other related reason.

Please work with your school principal or designated contact with questions. Errors can be fixed by Human Resources.

Your attendance is extremely important to the success of the School District.

Thank you,

H.O.P.E.

Every Student, Every Day.

www.peabody.k12.ma.us