

WESTFIELD VOCATIONAL TECHNICAL HIGH SCHOOL

33 Smith Avenue • Westfield, MA 01085

Tel: (413) 572-6533 • Fax: (413) 572-6542 • Voice Mail: (413) 572-6543

James Lavery, Principal • Annmarie Nicolai, Assistant Principal

ATTENDANCE REPORTING FORM

| | | | |
|------------|-------|--------|-------|
| STUDENT | _____ | GRADE | _____ |
| CLASS | _____ | PERIOD | _____ |
| INSTRUCTOR | _____ | DATE | _____ |

Please list below the dates that the above student has been absent from your class/shop.

| | | | | |
|-----------|-----------|-----------|-----------|-----------|
| 1. _____ | 2. _____ | 3. _____ | 4. _____ | 5. _____ |
| 6. _____ | 7. _____ | 8. _____ | 9. _____ | 10. _____ |
| 11. _____ | 12. _____ | 13. _____ | 14. _____ | 15. _____ |
| 16. _____ | 17. _____ | 18. _____ | 19. _____ | 20. _____ |
| 21. _____ | 22. _____ | 23. _____ | 24. _____ | 25. _____ |

| Last Update | Validation Date |
|-------------|-----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Acceptable excuses received will result in a reduction in the number of unexcused absences, and might obviate the need to schedule an attendance hearing later on in the school year, ***if 10 absences occur, a loss of credit will be issued.***

If you feel that you would like to discuss this further, please contact the guidance office at (413) 572-6533