

**Plainville Public Schools**  
**Plainville, MA 02762**

Procedure to Follow When Calling in an Absence

Suzanne Roberts, Secretary in the Jackson School office, will continue as the Substitute Coordinator for the 2024/2025 school year. Please use the following number when reporting your absence:

**774-364-0968**

When you call in an absence, please leave the following information:

Name of person calling

Name of teacher who will be absent

Name of School

Subject or grade taught

Date(s) of absence

Reason for absence (personal sick, family sick, professional, personal day, etc.)

Length of absence

Substitute needed or not needed

Name of substitute preferred (The substitute coordinator makes all final arrangements)

**All professional staff must call in their absence regardless of the reason and whether or not a substitute is necessary.**

As soon as you know you will not be reporting for work on a specific day, you should report your impending absence using the directions above. **All personnel should call by 6:00 a.m. on the day of their absence.** Emergencies may necessitate later calls.

A staff person or designated caller reporting an absence should give all the information in the order requested above.

Staff who are uncertain regarding the length of absence should call each day.

Please use current forms for a request for leave or educational conference. These forms are available in the Principal's office. (Form Revised on 08/23/2023)