



# **Massachusetts Department of Elementary and Secondary Education**

---

P.O. Box 9140  
75 Pleasant Street, Malden, Massachusetts 02148-5023

Telephone: (781) 338-3000  
TTY: N.E.T. Relay (800) 439-2370

## **Supervisor of Attendance Facts**

The Supervisor of Attendance certificate is applied for by and issued to the person within a school district who has the responsibility of filing a CHINS (*Child In Need of Services*) petition to assist students who have attendance and other problems

- ❖ There is no fee for this certificate
- ❖ This certificate is not subject to the Recertification requirements
- ❖ The application is a one page document
- ❖ Requires signatures of three non-relatives to attest to the MORAL CHARACTER of the applicant
- ❖ The application and supporting documents are kept in a paper file until the requirements are met. The file is not scanned into our ELAR system until the certificate is issued
- ❖ A Supervisor of Attendance certificate number is issued. It is not the same number as the applicant's Massachusetts Educator License.
- ❖ The applicant does not need a Massachusetts Educator License to obtain a Supervisor of Attendance certificate.
- ❖ The courts require that a **CHINS** (*Child in Need of Services*) petition be filed by a person holding a Supervisor of Attendance Certificate.

**For questions or additional information related to this certificate, please contact the Department of Elementary and Secondary Education, Office of Educator License, at (781)338-6600.**



# Massachusetts Department of Elementary and Secondary Education

P.O. Box 9140  
75 Pleasant Street, Malden, Massachusetts 02148-5023

Telephone: (781) 338-3000  
TTY: N.E.T. Relay (800) 439-2370

The Supervisors of Attendance certificate is applied for by and issued to the person within a school district who has the responsibility of filing a CHINS (*Child In Need of Services*) petition to assist students who have attendance and other problems. All persons qualified for appointment as supervisors of attendance by Civil Service examinations and experience prior to the effective date of these regulations shall remain eligible for appointment as supervisors of attendance until the expiration of their Civil Service eligibility.

No Supervisor of Attendance appointed prior to September 1, 1972 shall be adversely affected by these regulations.

A school committee may upon its request be exempted from these requirements by the Department for any one school year when compliance therewith would in the opinion of the Department constitute a great hardship in the securing of supervisors of attendance for the community.

## **EFFECTIVE SEPTEMBER 1, 1977**

A Candidate for certification as a supervisor of attendance shall submit to the Board of Education:

1. An application for such certification with evidence of good moral character.
2. Evidence of two years satisfactory full-time, paid experience as a professional public or private school teacher, or guidance counselor; health, welfare or social worker; as an aide to a supervisor of attendance or as a parole, probation or law enforcement official whose major responsibilities during these two years have been working with juveniles and/or in home investigations.
3. Evidence of knowledge of the laws concerning school attendance and of services available to children with attendance problems. The Director of Civil Service will make this determination in the case of Civil Service communities.
4. Evidence of possession of a bachelor's or higher earned degree and a minimum of eighteen semester hours in psychology, guidance and/or social work at an accredited or approved four-year college.
5. A master's degree in psychology, guidance, social work or education with a minimum of eighteen semester hours in psychology, guidance and/or social work may be accepted in lieu of experience described in #2.

## **CONDITIONS OF EMPLOYMENT**

No person shall be eligible for employment by a school committee as a supervisor of attendance unless he has been granted a certificate by the Board of Education. A school committee, upon its request, may be exempted by the

Department from these requirements for any one school year when compliance there with would in the opinion of the department constitute a great hardship in securing supervisor of attendance for the town. Service as a supervisor of attendance may not be accepted as meeting the experience prerequisite for certification unless it is served under a legally granted exemption. Exemptions under this paragraph may not be granted by the Board of education for any person for more than three consecutive years.

No exemption under the above paragraph shall be granted by the Board of Education to candidates for appointment in any city or town subject to the provisions of Chapter 31 and the rules made there under if the Civil Service Commission has certified three or more persons to the School Committee of said city or town who have met all the requirements of this section for the position of supervisor of attendance.

Applicants for positions in all cities and in those towns which have adopted the provisions of Chapter 31 Section 4 (application of the provisions the civil service law to supervisors of attendance) will be required to take an examination of their knowledge of those provisions of Chapter 71, 72, 76, 101, 140 and 149 of the General Laws, as amended (see Ch. 1073 of the Acts of 1973) in so far as they pertain to the position and duties of supervisors of attendance. No person taking such an examination will be placed on a certified list of persons eligible for appointment to the position unless a copy of the person's certificate as a supervisor of attendance is presented to the Director of Civil Service. A certificate, limited for use in communities operating under Chapter 31, of the General Laws and to be valid only with civil service eligibility, will be issued for this purpose.

School committees in towns not operating under Chapter 31, of the General Laws may determine the knowledge of applicants for supervisor of attendance of services available to children with attendance problems and of the laws designated above and if such committee determines that a candidate does possess such knowledge, the committee shall so notify the Board of Education. However, no appointment will be legal unless it is in compliance with this regulation.



**Massachusetts Department of Elementary & Secondary Education**

75 Pleasant Street, Malden, MA 02148

781-338-3000

**Interim Application for Certification as Supervisor of Attendance**

*In accordance with the provision of Chapter 75, Section 19 of the General Laws of the Commonwealth of Massachusetts*

Last Name		First Name	M.	Social Security #
Street Address			Date of Birth	
City/Town	State	Zip Code		

Please have the following statement signed by three (3) non-relatives who qualify to give evidence as to your **Moral Character**:

By my signature below I indicate that I believe this applicant to be a person of sound moral character. I do not know of any traits, qualities or habits, which would interfere with his/her success in the field of education. I do not know that he/she has ever been convicted of any crime or offense involving moral turpitude. I recommend him/her for certification.

1) \_\_\_\_\_  
Signature                                      Date                                      Print Name/Address

2) \_\_\_\_\_  
Signature                                      Date                                      Print Name/Address

3) \_\_\_\_\_  
Signature                                      Date                                      Print Name/Address

I am already certified in Massachusetts as an Educator.  
Certificate #: \_\_\_\_\_ Date \_\_\_\_\_ Field \_\_\_\_\_

I am attaching evidence of the academic work (transcripts and experience, if applicable) that is required for certification as a Supervisor of Attendance

**Or**

I have arranged for evidence of the academic work (transcripts and experience, if applicable) that is required for certification as a Supervisor of Attendance to be forwarded to the Office of Educator Licensure.

I hereby request Certification as a Supervisor of Attendance on the basis of the above information, which I attest, is true to the best of my knowledge. In addition, I am aware that in order for my certificate to be valid, I must demonstrate to my employing Superintendent's satisfaction my knowledge of the laws concerning school attendance and services available to children with attendance problems. This will require a Civil Service examination for employment by any Massachusetts School Committee subject to Civil Service rules with regard to the employment of Supervisors of Attendance.

Signature: \_\_\_\_\_