



DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LT. GOVERNOR

KEVIN M. BURKE
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services

P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775

(978) 567~3100 Fax: (978) 567~3121



STEPHEN D. COAN
STATE FIRE MARSHAL

THOMAS P. LEONARD
DEPUTY STATE FIRE MARSHAL

Massachusetts Firefighting Academy

No Show Policy

Due to the high incidence of "no shows" at Academy courses, it has become necessary to institute a policy that identifies students who fail to notify the MFA if they are unable to attend a course. This also results in courses being conducted with fewer students in attendance than is practical.

1. Each student that signs up for a course at the MFA is required to notify the Academy if for any reason they are not able to attend. We realize that at times there are circumstances that are beyond your control, however, we request that you make every effort to advise us.
2. If it is necessary to cancel, please call 978-567-3200 at any time and leave a message stating your name as well as the course name and location.
3. Failure to notify the Academy of your inability to attend a course will result in your name being placed on the "no show" list. If a student accumulates two "no shows", the result will be that when he/she signs up to attend a program, their name will be flagged and they will be at risk of being bumped from the course if it fills up.
4. Students on the "no show" list that continue to fail to notify the Academy that they are canceling will be subjected to further restrictions.
5. Once your name is on the "no show" list, it will remain in effect for one year and a letter will be sent to your chief of department advising of your status.