

CENTER FOR CLINICAL EXPERIENCES

Attendance policy during student teaching:

Student Teachers are expected to be at school every day that classroom teachers are required to report. Unfortunately, sometimes illness happens.

If a Student Teacher is ill and is not in school, the Student Teacher must:

1. Contact the Cooperating Teacher.
2. Contact the University Coordinator.
3. Be sure to have lesson plans for the classroom teacher if the Student Teacher is doing the planning
4. Fill out the Student Teaching Absence Report and give it to his/her University Coordinator.
This can be sent electronically to the University Coordinator.

If a Student Teacher needs to be absent for some other reason, s/he must have prior approval from the University Coordinator and schedule to make up the time missed.

If a candidate misses more than two days for extreme illness or family emergencies, those missed days must be completed before recommendation for certification.

Student Teacher Absence Report	
Name: _____	Date of Absence: _____
½ Day _____ Full Day _____ School _____	Phone # _____
Reason for Absence: _____	

Signature: _____	Date: _____