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.

Excessive or multiple absences may result in having to make up some or all of the missed days.

---

**Student Teacher Absence Report**

Name: ________________________________________      Date of Absence: _____________________

½ Day _____    Full Day _____   School _______________________   Phone # _____________________

Reason for Absence: _________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Signature: ___________________________________________________  Date: _________________

1-22-14