## NAZARETH COLLEGE <br> School of Education

## Office of Clinical Experience and Partnerships

## Undergraduate/Graduate Student Teaching: <br> Attendance Verification Form

As part of your culminating student teaching experience, you are expected to complete all required days of your experience. Candidates are allowed a total of three excused absences during one single placement or throughout the entirety of both placements in a two-placement experience. Please communicate all absences with your school basedteacher educator and college-based teacher educator in advance. Any absences beyond the three excused absences must be communicated with your college-based teacher educator, and Nazareth Program Director, and a plan must be developed to make up the additional days.

## Teacher Candidate's Directions:

- Record all absences during your placement.
- Have your School-Based Teacher Educator sign your record sheet to verify your attendance record.
- Email a PDF version of this document to your College-Based Teacher Educator on the final day of the placement.

Teacher Candidate's Name: $\qquad$ ID \# $\qquad$
Teacher Candidate's Program: $\qquad$
College-Based Teacher Educator's Name $\qquad$
School-Based Teacher Educator's Name $\qquad$
Placement School District: $\qquad$
Placement School:
$\square$ First Placement/Only Placement $\quad \square$ Second Placement
$\square$ I attended every day of my student teaching clinical experience.
$\square$ I missed _ total days of my student teaching experience.

| $1^{\text {st }}$ Absence Date | Reason: |
| :--- | :--- |
| $2^{\text {nd }}$ Absence Date |  |
| $3^{\text {rd }}$ Absence Date $\ldots$ | Reason: |
| $4^{\text {th }}$ Absence Date $\ldots$ | Reason: |
| $5^{\text {th }}$ Absence Date | Reason: |

Plan to make up any absences beyond the allowable amount.

NAZARETH COLLEGE
School of Education
Office of Clinical Experience and Partnerships

## Student Teaching Attendance Record Log

Please use this record log to maintain your absences. Absences include late arrivals, early dismissals, half-day absences, or full-day absences.

Please use the following time procedures to maintain an accurate record. Please your time up round to the nearest half-hour.

Teacher Candidate's Name: $\qquad$ ID \# $\qquad$
Teacher Candidate's Program: $\qquad$

| 15 min | $=0.25$ hour | 30 minutes $=0.5$ hours |  | 45 minutes $=0.75$ hours |
| :---: | :---: | :---: | :---: | :---: |
| Date | Time Absent from Classroom | Time Missed | Reason | Adjusted Time Missed |
| 9/15/22 | 2:30-3:10 | 40 minutes | Soccer Tournament | 0.75 hours |
| 10/5/22 | 8:30-3:00 | All day | Flu | 1.0 hours |
| 11/2/22 | 8:30-8:40 | 10 mins | Late Arrival | 0.25 hours |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

