

NAZARETH COLLEGE

School of Education

Office of Clinical Experience and Partnerships

<u>Undergraduate/Graduate Student Teaching:</u> 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 based-teacher 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: | ID | # |
|--|---------------------------------|-----------------|
| Teacher Candidate's Program: | | |
| College-Based Teacher Educator's Name | | |
| School-Based Teacher Educator's Name | | |
| Placement School District: | | |
| Placement School: | | |
| First Placement/Only Placement | Second Placement | Third Placement |
| I attended every day of my student teach | ing clinical experience. | |
| I missed total days of r | my student teaching experience. | |
| 1 st Absence Date | Reason: | |
| 2 nd Absence Date | Reason: | |
| 3 rd Absence Date | Reason: | |
| 4 th Absence Date | Reason: | |
| 5 th Absence Date | Reason: | |
| Plan to make up any absences beyond the allowa | | |
| | | |
| | | |

Signature of Teacher Candidate

Date

Signature of School-Based Teacher Educator

Date



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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:
 ID #_____

Teacher Candidate's Program:

| 15 minut | tes = 0.25 hours | 30 m | ninutes = 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 |
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