



NAZARETH COLLEGE
School of Education
 Office of Clinical Experience and Partnerships

Job-Embedded Field Experience
Attendance Verification Form

As a teacher candidate with *job-embedded* field experiences, you are still responsible for maintaining documentation in order to meet New York State Certification Requirements. It is your responsibility to log specific dates/times during your workday, when you were completing activities related to your coursework. Once all hours have been completed, obtain your administrator's signature to verify your attendance during those days.

Please **return this form to your instructor** with the required hours and signatures **no later than the fourteenth week of class**. Keep a **copy** of this completed form for your records.

Field Experience Attendance Verification Cover Page

Teacher Candidate Information:

Term/Year: Fall _____ Spring _____ Summer A _____ Summer B _____

Teacher Candidate Name: _____ ID: _____

Program: _____

Course: _____ Hours Required for Course: _____

School Information:

District: _____

Name of School/Agency: _____

School/Agency Address: _____ City _____ Zip Code _____

Administrator's Name _____

Administrator's Email _____

Grade/Subject(s) Taught _____

Type of Classroom: *(Check all that apply)*

General Education Classroom I-COT Classroom (Integrated Co-Teaching) Self-Contained Classroom
 Resource Room Other _____

Student Population: *(Check all that apply)*

Students with Disabilities Gifted and Talented Learners English Language Learners
 Bi-Lingual Learners Other _____

All Attendance Verification Forms Require a Cover Page.

(Please copy the Field Experience Cover Page and Verification Log Back to Back or Double-Sided).



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Field Experience Activity Log

Teacher Candidate Name: _____ ID: _____

Program: _____

Course: _____ Hours Required for Course: _____

Field Experience Activity Log
(15 minutes = 0.25 hours, 30 minutes = 0.5 hours, and 45 minutes = 0.75 hours)

Date	Time	Activity Description	Hours Completed
10/10/12	9:30 – 11:45	<i>Administered Fountas and Pinnell reading assessment to 5 students.</i>	2.25 hours
Hours Completed (from this verification page)			

Total Hours Completed (from all verification pages): _____ *(write your total on the **last** verification page only)*

Administrator's Name
*(on the **last** verification page only)*

Administrator's Signature
*(on the **last** verification page only)*

Date

Nazareth Instructor's Name
*(on the **last** verification page only)*

Nazareth Instructors' Signature
*(on the **last** verification page only)*

Date