

# Nazareth College

## Field Experience Attendance Verification Form

Contact us: Office of Clinical Experiences and Partnerships  
 Golisano Academic Center, Room 277 ■ Email: [fieldexp@naz.edu](mailto:fieldexp@naz.edu) ■ Phone: 585-389-2596

Each visit to your school requires a log entry. If your placement is job-embedded, you must obtain the principal's signature next to the total hours below. Please print legibly. **A separate field experience attendance verification form is required for EACH course you are taking with required hours.**

Term:       Fall       Spring       Summer A       Summer B      Year: \_\_\_\_\_

Teacher Candidate Name: \_\_\_\_\_ ID: \_\_\_\_\_

Program: \_\_\_\_\_ Course: \_\_\_\_\_ Hours Required for Course: \_\_\_\_\_

**School Information:**

Name of School/Agency: \_\_\_\_\_ District: \_\_\_\_\_

School/Agency Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Classroom Information:**

SBTE name(s) \_\_\_\_\_ SBTE email(s) \_\_\_\_\_

Grade/Subject(s) \_\_\_\_\_

Check all that apply to the students in the classroom where the fieldwork will take place:

- General Education   
  I-COT (Integrated Co-Teaching)   
  Consultant Teaching   
  Resource Room   
  Self-Contained  
 Students with Disabilities   
  English Language Learners   
  Bi-Lingual Learners   
  Gifted and Talented Learners

**Field Experience Activity Log**

Please note: Partial hours should be recorded as decimals: .25 is 15 minutes, .5 is 30 minutes, and .75 is 45 minutes.  
 A sample entry is provided below. Each activity log entry requires a teacher signature.

Date	Activity Description	Hours Completed	Teacher Signature
10/10/12	Assisted with reading groups	2.75 hours	<i>Jane Doe</i>
<b>Hours Completed</b>			

\_\_\_\_\_  
**Principal's Signature (required if Job-Embedded)**

\_\_\_\_\_  
**Nazareth Instructor's Signature/Date**

Please **return this form to your instructor** with the required hours and teacher signatures by the date given by your instructor.  
Keep a copy of this completed form for your records. Use the second page for additional activity log entries.

