



**NAZARETH COLLEGE**  
**School of Education**  
 Office of Clinical Experience and Partnerships

Each visit to your assigned placement requires documentation including the date, a brief description of the activities completed, number of hours completed and SBTE/Clinic Supervisor's Signature. When completing the form please remember partial hours should be recorded as decimals: 15 minutes = 0.25 hours, 30 minutes = 0.5 hours, and 45 minutes = 0.75 hours. A sample entry is provided on the activity log. *If your placement is job-embedded, you are still responsible for maintaining documentation. Please use the Job-Embedded Field Verification form located on the Office of Clinical Experiences and Partnerships website.*

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 \_\_\_\_\_

**School-Based Teacher Educator (SBTE) Information:**

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

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

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 Attendance Verification 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	Activity Description	Hours Completed	Teacher Signature
8/15/21	<i>Listened as students read their independent reading books aloud to me. Assisted students one-on-one with simplifying fractions. Assisted the teacher in recess duty.</i>	<i>2.75 hours</i>	<i>Jane Doe</i>

**Hours Completed (from this verification page)**

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

\_\_\_\_\_  
 Nazareth Instructor's Name

\_\_\_\_\_  
 Nazareth Instructors' Signature

\_\_\_\_\_  
 Date



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**Field Experience Attendance Verification 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)*

<b>Date</b>	<b>Activity Description</b>	<b>Hours Completed</b>	<b>Teacher Signature</b>
8/15/21	<i>Listened as students read their independent reading books aloud to me. Assisted students one-on-one with simplifying fractions. Assisted the teacher in recess duty.</i>	2.75 hours	<i>Lane Doe</i>

**Hours Completed (from this verification page)**

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

\_\_\_\_\_  
Nazareth Instructor’s Name

\_\_\_\_\_  
Nazareth Instructors’ Signature

\_\_\_\_\_  
Date