

ATTENDANCE FORM

University Student _____

Return this form with the final Performance evaluation at the end of each half-semester experience.

ATTENDANCE RECORD

Directions: At the first class meeting following an absence, the university student and cooperating professional should record the date and reason for the absence and the status of approval. An “excused” absence will be for illness, death in the family, attendance at University-approved job fairs, and job interview; “unexcused” is for most other absences and students must request approval from the Director of Field Services.

University students are responsible for keeping University Supervisors and Cooperating Teachers apprised of these absences. A field assignment may be extended due to absences at the discretion of the Director of Field Services, with input of the Cooperating Teacher and University Supervisor.

Date	Reason	Approval (initial)	
		Excused	Unexcused

Additional Comments: