

Teacher Intern Attendance Form

Circumstances may occur to cause interns to be absent, to arrive late, or depart early. When this happens, the teacher intern must fill out this form and the clinical supervisor will sign.

Name: _____ Assigned School: _____
(Print)
Clinical Supervisor: _____

Check one:

- Absent
- Tardy
- Early Departure

Give a short explanation for your lack of presence on _____ (Date)

The clinical supervisor will retain the form and forward it to the university supervisor at the end of the intern's placement. The university supervisor maintains a copy of the absentee form to forward to the university supervisor for the second placement.

NOTE: This form may be copied or additional forms may be obtained on the following web site <http://www.astate.edu/a/prof-ed-programs-office/index.dot>