Mansfield University of Pennsylvania

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| **Educational Field Experiences Office**Retan Center, Room 204Mansfield, Pennsylvania 16933 | Phone: 570-662-4024Fax: 570-662-4364[*http://www.mansfield.edu/teacher*](http://www.mansfield.edu/teacher) |

***STUDENT TEACHER ABSENCE FORM***

***(PLEASE PRINT) PLEASE RETURN THIS FORM TO THE UNIVERSITY
SUPERVISOR TO BE TURNED IN WITH HIS/HER FINAL EVALUATION*Student Teacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ID #:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Grade Level/Subject:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Semester:** | Fall | Spring Spring  | **Quarter:** | 1st | 2nd | 3rd | 4th |

**PROCEDURES FOR RECORDING TARDINESS AND ABSENCES OF STUDENT TEACHING**

Student teachers will follow the MU calendar for the first and last day of the student teaching experience as well as identified workshops. Otherwise, student teachers will follow the public school calendar. Leaving early for holidays, weekend trips, etc., is not consistent with professional practices, and is unexcused.

If, in the opinion of the cooperating teacher and/or University Supervisor, a student teacher is negligent or has excessive absences, s/he may be removed from the student teaching assignment or may have the student teaching experience extended.

* **Student teachers may have a reasonable number of interviews for teaching positions. This privilege should not be abused. Absences for interviews are to be approved in advance and are to be noted on the RECORD OF ABSENCE.**
* If a student teacher is absent more than three consecutive days due to illness, s/he must present a doctor's excuse to the cooperating teacher. This is to be attached to the absence report.
* Student teachers must call their cooperating teacher and university supervisor if they are going to be absent for any reason. The student teacher should check with his/her University Supervisor to find out where and when s/he can be reached if the need arises.
* Student teachers will record the pertinent information on the STUDENT TEACHER ABSENCE FORM for each placement quarter. Supervisors will return the forms with the final evaluation at the end of the semester.
* The University Supervisor may discuss absences with the cooperating teacher and student teacher during his/her regular visit.

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| Date of Absence | Date of Return | Total Days Absent | Reason for Absence |
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SIGNATURE: Cooperating Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_