

STUDENT TEACHER ABSENCE FORM

Student teaching is a full time responsibility. Should an *unexpected* need arise for an absence from student teaching including snow/inclement weather days, students must immediately notify the Cooperating Teacher, Faculty/Site Supervisor, and Education Program Specialist (EPS) either by phone or email, to explain the absence. Following this, the Student Teacher should complete the following form and submit it to their assigned EPS via email within three working days of the absence.

All absences must be made up. More than five documented absences during a scheduled placement could result in the need to repeat the student teaching experience.

STUDENT TEACHER NAME: _____

SCHOOL SITE: _____

COOPERATING TEACHER: _____

FACULTY/SITE SUPERVISOR: _____

Please provide a brief explanation of your absence on _____ (dates):

Note: Any missed days must be made up at the end of the student teaching experience. If more than five days (excluding inclement weather days) are missed over the course of the entire practicum experience, the student teaching could result in being immediately and automatically terminated.