Indiana University of Pennsylvania

Teacher Education Office
Stouffer Hall, Room 104
1175 Maple Street
Indiana, Pennsylvania 15705-1080

Phone: 724-357-2485
Fax: 724-357-3294
Internet: *http://www.iup.edu/education*

STUDENT TEACHER ABSENCE FORM

(PLEASE PRINT) PLEASE RETURN THIS FORM TO THE UNIVERSITY SUPERVISOR TO BE TURNED IN WITH YOUR STUDENT TEACHER 'S FINAL EVALUATION

Student Teacher's Name: _____

Semester: Fall ☐ Spring ☐ Full placement ☐ Placement 1 of 2 ☐ Placement 2 of 2 ☐

Building: _____ Grade Level/Subject: _____

PROCEDURES FOR RECORDING TARDINESS AND ABSENCES OF STUDENT TEACHING

Student teachers will follow the IUP calendar for the first and last day of the student teaching experience. 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 desired) 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.
- Cooperating teachers will record the pertinent information on the STUDENT TEACHER FORM and return it with the final evaluation at the end of the quarter or semester.
- The University Supervisor may discuss absences with the cooperating teacher and student teacher during his/her regular visit.

Date of Absence	Date of Return	Total Days Absent	Reason for Absence

SIGNATURE: Mentor Teacher: _____

University Supervisor: _____

Student Teacher: _____