

DOCUMENTATION FOR STUDENT TEACHER ABSENCE

DIRECTIONS:

For any absence from a student teaching assignment, this form must be submitted to the Cooperating Teacher no later than one week prior to the absence for reasons other than sudden illness. Doctor's office visits, which are not emergency visits, require the form to be turned in one week prior to visit. For absences due to emergency or sudden illness, the form must be completed no later than one week after the absence. A doctor's notice must be provided for doctor's office visits and emergency absences.

The Department of Education considers three (3) days of absence from a student teaching assignment due to personal illness, illness of an immediate family member, or death of a family member, to be excusable. Additional absences may necessitate extension of the student teaching assignment. Documentation of reason for absence must be attached to this form.

Absence number: first
 second
 third
 other _____ (please indicate)

Student Name _____
Student Email Address _____@rams.shepherd.edu
Student Address _____
School _____
Date(s) of absence(s) _____
Reason for absence(s) _____

Education Supervisor was notified of absence by phone prior to submitting this form: Yes
 No

Complete for medical absences only (check all that apply):

Sudden illness Self
 Emergency Family member
 Doctor's office visit (non-emergency)

Student Teacher Signature *Date submitted*

Cooperating Teacher Signature *Date received* *Date signed*

Coordinator of Student Teaching *Date received* *Date signed*

Excused absence Unexcused absence
Due to unexcused absence(s), the student teaching assignment will be extended through _____

RETURN TO KNUTTI 108 or Email to KJames@Shepherd.edu

NOTE: PLEASE MAIL FORM IF NECESSARY TO MEET DEADLINE