

**COLLEGE OF EDUCATION**
**ASSOCIATE TEACHING ATTENDANCE FORM**

Attendance is very important during your Associate Teaching experience. If you are absent you need to notify your Cooperating Teacher and your University Supervisor as soon as possible before the absence. (Follow school procedure for notifying administration, secretary, etc.) Maintain a record of any absences on this form. Turn in a copy of your signed form with your Midterm Evaluation and Final Evaluation.

Associate Teacher Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Date	Reason for absence

 \_\_\_\_\_  
 Signature of Cooperating Teacher

 \_\_\_\_\_  
 Date (Due with Midterm)

Date	Reason for absence

 \_\_\_\_\_  
 Signature of Cooperating Teacher

 \_\_\_\_\_  
 Date (Due with Final)

\*Additional time may be added at the discretion of the University.