

Apprentice Name _____ School _____ Cooperating Teacher _____

Daily Arrival Time: _____ Daily Departure Time: _____

ABSENCE REPORT

Practicum Week #	M T W T H F	Reason for Absence (Underline)	# of days	# of hours if less than full day
1	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		
2	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		
3	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		
4	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		
5	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		
6	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		
7	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		
8	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		
9	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		
10	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		
11	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		
12	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		
13	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		
14	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		
15	M T W T H F	Personal illness Family emergency Religious observance (advance approval)		

Apprentices must arrive no later than 7:30 a.m. They must be available as needed by cooperating teachers until 4:30 p.m. Cooperating teachers may release apprentices if they are no longer needed in the afternoon. However, apprentices must remain on the host campus at least until the end of the teacher contract day unless teachers are dismissed early by the campus principal.

On October 8, students need to leave by 3:30 p.m. for Mandatory Professional Development Night at UT. October 28 is an excused absence day for all UT apprentices due to Career Day.

In severe weather, use good judgment and telephone your cooperating teacher and facilitator. Listen for school closings on local radio and television stations.

Tardiness will be excused only in exceptional circumstances. Contact your cooperating teacher and facilitator. Excessive absences may necessitate withdrawal from practicum.