



**MARY LOU FULTON TEACHERS COLLEGE**  
**iTeachAZ STUDENT TEACHING ATTENDANCE POLICY**

Teacher Candidates are allowed no more than 3 absences during their final semester of student teaching. Excessive absenteeism will result in an assignment of a grade of “E” for student teaching.

Students with excessive absences due to illness or other extreme circumstances may be eligible for a medical or compassionate withdrawal from student teaching. In these cases, the student should contact their academic advisor within the Office of Student Services to develop an appropriate course of action. The Office of Student Services and the Office of Clinical Experiences will work cooperatively with the student to determine eligibility for a medical withdrawal. If the student is granted a medical withdrawal, he/she must complete a new Student Teaching Application/ Placement Request in Tk20 upon return to the program.

**Documentation of absences:** Teacher Candidates must complete the “Absence Request/Verification Form” when they are absent for any day or part of a day. Once completed, this form should be signed by the Mentor Teacher and submitted to the University Supervisor. The expected timeline is 5 days in advance of a planned absence or within 24 hours of return from an unplanned absence. Absences should be documented when Mentors complete the Progress Reports and when Teacher Candidates update their timecards.

**Prioritizing student learning:** When Teacher Candidates are absent for any reason, they are expected to take whatever steps are possible to ensure that student learning is not interrupted. This includes sending the mentor teacher lesson plans and preparing materials in advance when possible.

**Planned absences:** Teacher candidates are expected to notify their Mentor Teacher and University Supervisor five school days prior to a planned absence. (e.g., jury duty)

**Unplanned absences:** Teacher Candidates should call their Mentor Teacher at school prior to the start of the contract day and call/email the University Supervisor as early as possible in the case of an unplanned absence (ex- illness, emergency). Teacher Candidates are expected to submit verification of unplanned absence within 24 hours of return to school.

**Arriving late/Leaving early:** Arriving late or leaving early will count as a half day absence. Teacher Candidates should provide advance notification and document partial day absences using procedure below.

<b>Absence Request/Verification Form</b>			
Teacher Candidate Name:			
Mentor Teacher Name:			
School:		District:	
Site Coordinator/University Supervisor:			
<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Bereavement	<input type="checkbox"/> Jury Duty
<input type="checkbox"/> Military	<input type="checkbox"/> Maternity/ Paternity	<input type="checkbox"/> Other	
Reason for absence:			
Dates of absence From: _____ To: _____		Current absence ____ days <b>OR</b> ____ hours (if < full day)	
		Total absences to date ____ days	
Teacher Candidate Signature:			Date:
Mentor Teacher Signature:			Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved			
Comment:			
Site Coordinator/University Supervisor Signature:			Date: