

# Teacher Intern Attendance Form

Circumstances may occur to cause interns to be absent, to arrive late or depart early. When this happens, the teacher intern must fill out this form and the clinical supervisor will sign.

Teacher Intern: \_\_\_\_\_

School Placement: \_\_\_\_\_

Check one:                      1st 8 Weeks                                      2nd 8 Weeks                                      16 Weeks

Check one:

Absent

Tardy

Early Departure

Give a short explanation for your lack of presence on \_\_\_\_\_  
DATE

Clinical Supervisor Signature: \_\_\_\_\_

**The clinical supervisor will retain the form and forward it to the university supervisor at the end of the intern's placement. The university supervisor maintains a copy of the absentee form to submit to the Professional Education Programs Office.**

**NOTE: This form may be copied or additional forms may be obtained on the Professional Education Programs website: <http://www.astate.edu/a/prof-ed-programs-office/index.dot>**