



DIRECTED TEACHING ABSENCE REPORT FORM

The teacher candidate must submit the completed form to the college supervisor within one week of the absence. The college supervisor will place the report in the directed teaching folder at the home university. Failure to report absences may lead to a failing grade or an “Incomplete” in directed teaching. A planned absence must be requested in advance. Please type or print neatly below.

Teacher Candidate	
Email	
Cooperating Teacher	
School	
Date(s) of absence	
Reason for absence	
Signature: Teacher Candidate	
Signature: Cooperating Teacher	
Signature: University Supervisor	