

ABSENCE REPORT/REQUEST FOR STUDENT TEACHERS AND INTERNS

UNIVERSITY OF WISCONSIN – RIVER FALLS

The student teacher/intern must submit the completed form to the University Supervisor within one week of the absence. The University Supervisor will forward it to the Field Experience Office. Failure to report absences may lead to a failing grade or an “Incomplete” in student teaching. A planned absence must be requested in advance. Please type or print neatly.

I. STUDENT INFORMATION

Student Name	ID Number	Date
Address	City, State, Zip	Phone Number

II. STUDENT TEACHING PLACEMENT(S) – *If you have two concurrent placements, provide the following information for both placements.*

Cooperating Teacher	Grade/Subject	School
District	Phone Number	Placement Dates

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III. REASON FOR ABSENCE

Date(s) of absence _____

Reason for absence _____

IV. SIGNATURES

Cooperating Teachers & University Supervisors have the right to refuse an absence request. Simply write “Denied” and sign & date the form.

Student Teacher	Date	Cooperating Teacher(s)	Date
University Supervisor	Date	Director of Field Experiences	Date

V. FOR OFFICE USE ONLY

Approved Absence _____	Unapproved/Denied _____	Date _____
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