

# Cortland

State University of New York College at Cortland

Date Submitted \_\_\_\_\_

## SUMMARY RECORD OF ABSENCE DURING STUDENT TEACHING

(TO BE VERIFIED BY SUPERVISOR AT END OF STUDENT TEACHING EXPERIENCE)

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Quarter

\_\_\_\_\_  
School Year

The student named above has been present during the days and hours required of the regular faculty except as indicated below.

Date of Absence	Hours if Other than Full Day	Reason for Absence

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Name of the Cooperating Teacher*

The College supervisor should forward this sheet with his/her recommendation to the office of the student's major department.

*I recommend that the above absences be excused.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Name of College Supervisor*

If additional experience is recommended, send this form to the Field Placement Office, Cornish D-210 and forward a copy to the chair of the student's major department. Indicate below the additional dates in which the student will be in their placement.

Additional dates in the placement \_\_\_\_\_.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Name of College Supervisor*

**Note: SUNY guidelines require a minimum of 75 days in classrooms as stated in "A New Vision in Teacher Education" of June 2002.**