ABSENCE REPORT FORM FOR TEACHER CANDIDATES/INTERNS (6/19)

Teacher candidates/interns are required to complete their field hours/internship as determined by the Field Experiences and Internships Office. When a teacher candidate/intern is absent from the field placement/internship, he or she must notify the cooperating teacher and University supervisor by phone immediately.

Any missed days **must be documented and made up.** If the missed days are not made up, the final grade for the field experience/internship may be affected. *It is Ashland University’s policy that any absent days that have not been made up due to extenuating circumstances, must be approved by the University supervisor, the Director of Field Experiences and Internships, the Department Co-Chairs, and the Dean for the College of Education.*

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**Teacher candidates/interns are required to complete this form, have it signed by the cooperating teacher, then give it to the University supervisor for completion.**

Candidate Name: __________________________________________ ID #: __________ Course #: __________

Date(s) of Absence: ______________________ Days Missed Prior to this Absence: ______

Reason for Absence: _______________________________________________________________________

Cooperating Teacher: ______________________ School: ______________________

University Supervisor: ______________________ District: ______________________

Intern Signature: _________________________ Date: __/__/____

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**The cooperating teacher must complete this section before the teacher candidate/intern can return this form to University supervisor for completion.**

Cooperating Teacher confirms date(s) and time(s) of absence was made up:

(List) ________________________________________________________________________________

Signatures confirming absences have been made up:

Cooperating Teacher: ______________________ Date: __/__/____

University Supervisor: ______________________ Date: __/__/____

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OFFICE LOCATIONS:

- **Ashland Main Campus**
  - (419-289-5837)
  - 240 Dwight Schar Bldg., 401 College Ave., Ashland, OH 44805

- **Columbus Program Center**
  - (614-797-0803)
  - 1900 E. Dublin-Granville Rd., Columbus, OH 43229

- **Elyria Program Center**
  - (440-366-4080)
  - 1005 N. Abbe Rd., UC 105, Elyria, OH 44035