

# ABSENCE REPORT - EDUCATION SPECIALIST

School Site:

Setting: Mild/Mod or Extensive Support

Candidate:

Date:

CT:

University Supervisor:

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To report an absence from your student teaching site and/or credential courses because of special circumstances, please fill out this form with complete information and documentation. Please refer to the Education Specialist Handbook for further clarification and general information regarding the program policy on absences.

Absence was from (check one):

- School Placement
- Credential Program Course(s)
- School Placement & Credential Program Course(s)

List date(s): \_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Attach supporting documentation, if desired.

Turn in completed form to your University Supervisor, who will give the completed form to the Program Coordinator, who will review the request and reach a decision as to whether or not the absence can be excused and whether extra placement days or coursework will be required to address the absence.

*Please do not write below this line.*

\_\_\_\_\_

Coordinator's Decision:

- Request granted
- Request denied (see comments below)
- Request conditionally granted (see comments below)
- Further information and/or documentation needed (see comments below)
- Request withdrawn by candidate

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_