

## Request for Absence from Student Teaching

Approval for a planned absence, **including early dismissal and late arrival**, must be made 48 hours prior to the absence with approval from both the Mentor Teacher and University Supervisor. As stated in the Student Teaching Handbook under the section on *Professional Conduct*, absences are reserved for serious illness or death in the immediate family. Any other absences may negatively impact your evaluation and grades. In the event of an unplanned absence, this form is to be submitted as soon as possible to your Mentor Teacher and University Supervisor following an absence. Once signed, please submit to [fielddirector@stockton.edu](mailto:fielddirector@stockton.edu)

Student teacher:

Today's date:

Dates and times of leave:

Reasons for leave (Check those that apply). Please use the box at the bottom of the page for additional comments/concerns.

Sick leave

Bereavement

Emergency-Please explain using the box at the bottom of the page

Approved professional development-Please explain using the box at the bottom of the page

Other-Please explain using the box at the bottom of the page

Absences will not be approved unless all signatures are included. Absences will require students to make up days. A copy of this form will be submitted to [fielddirector@stockton.edu](mailto:fielddirector@stockton.edu) and placed on file.

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

Student Teacher

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

Mentor Teacher

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

University Supervisor

Please use this space for for all explanations: