Valparaiso University
Department of Education
Request for Excused Absence

Directions: This form should be used to request an excused absence for any anticipated absences **from either the student teaching experience or Student Teaching Seminar. This form is also used for** unexpected absences **or tardiness due to such things as sudden illness, or accidents.**

- When the student teacher will **miss part or all of the school day for an anticipated absence**, the form should have the agreement and signature of the cooperating teacher before being submitted to the Coordinator of Professional Development and Placement for review. Please note it is the student teacher's responsibility to provide the cooperating teacher with all plans and materials during any absence.
- When the student teacher will **miss a Student Teaching Seminar**, the form must have the agreement and signature of the Coordinator of Professional Development and Placement before the seminar.
- The form must be submitted **before** the **anticipated absence**. Acquire signatures as indicated below. The Coordinator of Professional Development and Placement will evaluate the request, grant or deny it as an excused absence, and make adjustments as necessary.
- For **unexpected absences** submit this form ASAP **after** the absence. Record the date, time and reason for the absence from school or seminar. Provide a copy of the completed form to the Cooperating Teacher, University Field Instructor and Coordinator of Professional Development and Placement for confirmation.

Section A: *To be completed by the Student Teacher*

Name _____ Date _____

Home Telephone _____ E-mail _____

School _____ School Corporation _____

Semester ___ Fall ___ Spring Year ____ Cooperating Teacher _____

Dates	Time (Select One)	Reason for Absence	Absent From:
	____ Full Day or from _____ to _____		____ School ____ Seminar
	____ Full Day or from _____ to _____		____ School ____ Seminar
	____ Full Day or from _____ to _____		____ School ____ Seminar

Section B: *Signatures indicate agreement*

Request for Absence from School	Request for Absence from Seminar
Cooperating Teacher's Signature Date	University Field Instructor's Signature Date

Section C: *To be completed by Coordinator of Professional Development and Placement*

Request for excused absence is _____ granted _____ denied

Make-up assignment _____

_____

Coordinator of Professional Development and Placement Date