Logging Student Attendance

We kindly ask that cooperating teachers track the days that their student teachers were late or absent during the semester using TK20.

1. When you click the link to complete your student teacher's assessments, you will see a form titled COE Clinical Practice Student Attendance:

FIELD EXPERIENCE FORMS

Field Experience Form	Description
COE Clinical Practice Student Attendance	This form is for cooperating teachers to keep track of the attendance of their student teachers in Clinical Practice.

2. Click the link to access the form. You will be required to enter the student teacher's name, your name (Cooperating Teacher), and the name of your school and district:

COE Clinical Practice Student Attendance

STUDENT INFORMATION

Student Teacher's Name:*

[   ]

Cooperating Teacher's Name:*

[   ]

School/School District*

[   ]

3. You can then enter the dates for each instance for which the student teacher was late or absent. For each instance, you can also enter notes with details:

1. Date student was late or absent:

[09/20/2018   📅]

1. Notes:

Student was an hour late due to car trouble.

2. Date student was late or absent:

[10/16/2018   📅]

2. Notes:

Student was absent due to illness.

4. After you have finished entering the information, click Save at the bottom right of the screen. You can return to this form as many times as you choose to enter new information, and you can enter information for up to 20 days. Click Complete when you are done entering data for the semester.

Complete   Save

5. Once you have completed all the assessments for your student teacher for the semester, click Submit at the top right of the screen.

Submit   Close