

Point Park University
School of Education
Attendance Card

Student Teacher _____

| Week of | Monday | Tuesday | Wednesday | Thursday | Friday | Initials |
|---------|--------|---------|-----------|----------|--------|----------|
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Please enter the time you arrive and depart each day of student teaching on your attendance record. If you are absent write "absent" in the block. If school is not in session, write "no school" in the block. ***This is your official attendance record.*** Every Friday, ask your cooperating teacher to initial your attendance record. Show your attendance record to your University Supervisor when he/she visits. At the end of the semester, please submit your signed attendance record to the School of Education. The attendance sheet needs to be maintained at your school. ***All days absent need to be made up.***

Candidate's Signature _____

Supervisor's Signature _____