



DOCUMENTATION OF ABSENCE/ILLNESS

NOTE: This form must be signed and submitted to your clinical supervisor immediately upon return from an absence due to illness or other medical issues. You must contact your collaborative teacher and clinical supervisor (by email and/or phone) to report an absence. The contact must be done PRIOR to the start of the school day in which you will be absent.

_____ was absent from the
Candidate Name

field/clinical experience site on _____ and return on
Date/Time

Date/Time

Remarks:

Required signatures prior to formal submission Documentation of Absence/Illness form:

Collaborative teacher

Clinical Supervisor

Candidates must make up hours missed and document those hours as completion of absence from clinical placement. The cooperation teacher must sign-off on those hours.

Date Absent	Hours Missed	Make-Up Date	Hours	Teacher Signature

**If a candidate misses more than two (2) days of placement, the candidate should contact the field coordinator.