

Teacher Resident Absence Request/Report Form

INSTRUCTIONS: Complete, sign, and submit the Absence Request/Report Form online for any *planned* absence request or *unplanned* absence report. The Form should be submitted no later than *one week before the planned absence*, and no later than *the first day back after an unplanned absence*. The Project Coordinator, University Supervisor, and Mentor Teacher will receive electronic notification of all absences.*

* Teacher Residents may not have more than four absences per semester (personal and/or sick) from the Home School Site.

Please Provide the Following Information

First Name

Last Name

Today's Date

Resident Teaching Assignment

Home School Site

Mentor Teacher

University Supervisor

Reason for Absence (✓)

Sick

Medical/Dental Appointment

Religious Observance

Personal

Other

Type of Absence (✓)

Half Day

Full Day

Date(s) of Absence

From

To

Texas State Student ID Number *I certify that the above numeric entry is my Student ID #, which is my signature for the electronically submitted Absence Request/Report Form for the Teacher Resident indicated above.*

SUBMIT