**Sample Student Teacher Attendance Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UT Student: | Willabee Teacher |  | Cooperating Teacher: | Maya Mentor |
| UT Field Supervisor: | Mya Lifeline |  | School/District: | Best Elementary/AISD |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
|  | **M** | **T** | **W** | **Th** | **F** |  |
| **Week Of** | Enter time (in-out) for each day of attendance | | | | | **Comments** |
| January 8–12 |  |  |  |  |  |  |
| January 15–19 |  | Ice day | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 |  |
| January 22–26 | 7:30- 11:30 | 7:30- 11:30 | 7:30- 11:30 | 7:30- 11:30 |  | Friday work day |
| Jan 29—Feb 2 | 7:30- 11:30 | 7:30- 11:30 | 7:30- 11:30 | 7:30- 11:30 | 7:30-3:30 |  |
| February 5–9 | 7:30- 11:30 | 7:30- 11:30 | 7:30- 11:30 | 7:30- 11:30 |  | Friday work day |
| February 12–16 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 |  |
| February 19–23 | 7:30- 10:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | Monday parent-teacher conferences |
| Feb 26—Mar 2 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 |  |
| March 5–9 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 10:30-3:30 | 7:30-3:30 | Thursday interview |
| March 12–16 | Spring Break | | | | |  |
| March 19–23 | 10:30-3:30 | 7:30-3:30 | 10:30-3:30 | 7:30-3:30 | 7:30-3:30 | Monday morning sick, Wednesday interview |
| March 26–30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | Seminar Friday |
| April 2–6 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 |  |
| April 9–13 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | Seminar Friday |
| April 16–20 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | Seminar Friday |
| April 23–27 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 |  |
| April 30—May 4 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 |  |
| May 7–11 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 | 7:30-3:30 |  |

Make-up days to be scheduled with CT and Field Supervisor approval.

In Comments section:

* Note/explain any tardies & absences, include make-up days scheduled
* Note time spent on extra classroom or community activity related to your placement