

# Attendance Record

## STUDENT DETAILS

Name		Student ID	
Cooperating Teacher		UNSW Program	
School			

Please check the appropriate box: ☐ Professional Engagement ☐ INSTEP (Primary) ☐ INSTEP (Secondary)

## INSTRUCTIONS

This form must be signed during the day you attend placement by your Cooperating Teacher.

You must complete the total days of your placement. Please **record any absences on this form and mark the day as 'absent'**. Make sure you negotiate make-up dates with the school. Include the scheduled day(s) on this form and get them signed during the make-up date.

If a public holiday falls within the scheduled placement dates, **the public holiday does not count towards the total number of professional experience days** for the Teacher Education Student. In this case, please record the public holiday day as PH on this form.

Include the total number of dates completed during your placement in the total dates box, number of absences and the number of make-up days in the relevant boxes below.

This report is to be uploaded to Moodle by no later than ten (10) working days after the completion of your INSTEP or Professional Engagement Placement.

## TEACHING, OBSERVATION AND OTHER DUTIES

Day	Date	Time In	Time Out	*CTS	Day	Date	Time in	Time Out	*CTS	Day	Date	Time In	Time Out	*CTS
Day 1					Day 18					Day 35				
Day 2					Day 19					Day 36				
Day 3					Day 20					Day 37				
Day 4					Day 21					Day 38				
Day 5					Day 22					Day 39				
Day 6					Day 23					Day 40				
Day 7					Day 24					Day 41				
Day 8					Day 25					Day 42				
Day 9					Day 26					Day 43				
Day 10					Day 27					Day 44				
Day 11					Day 28					Day 45				
Day 12					Day 29					Day 46				
Day 13					Day 30					Day 47				
Day 14					Day 31					Day 48				
Day 15					Day 32					Day 49				
Day 16					Day 33					Day 50				
Day 17					Day 34									

\*Fourth Column named CTS = Cooperating Teacher Signature

Total days  Number of days absent  Negotiated days of making up absences

NOTE: Please sign and date this form on the final day of the placement.

TES Signature		Date	
Cooperating Teacher signature		Date	