Appendix 1 - Attendance Record

INSTRUCTIONS

This report is to be uploaded to Moodle by <u>no later than ten (10) working days</u> after the completion of your placement.

STUDENT DETAILS

Name		Student ID	
Supervising Teacher		UNSW Program	
School			

Please check appropriate boxes: ☐ *Professional Engagement*   ☐ *INSTEP MTP*   ☐ *INSTEP MTS*
☐ *PE1*   ☐ *PE2/Internship*   ☐ *Advanced Professional Practice*

Please note in the event that 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 include the public holiday on this form.

Please record any absences on this form and mark the day 'absent'. Make sure to include the scheduled make-up day on this form as well. Include the total number of absences and negotiated make-up days in the relevant boxes below.

TEACHING, OBSERVATION AND OTHER DUTIES

Day	Date	Time In	Time Out	*STS	Day	Date	Time in	Time Out	*STS	Day	Date	Time In	Time Out	*STS
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 STS = Supervising 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.

Student Signature		Date	
Supervising Teacher signature		Date	