



College of Education and Health Professions

"To achieve excellence by guiding individuals..."

Emergency Absence Form

In the event of an extreme circumstance, complete and submit this form to the Coordinator of Student Teaching Berderia Fuller at fuller_berderia@columbusstate.edu and your clinical faculty member with a copy of documentation explaining your absence within 24 hours of returning to your placement. **If you do not have proper documentation (i.e. doctor's excuse) you are required to submit a letter of explanation.**

Student Name: _____
 Last **First** **Middle/Maiden**

Student ID: _____

Date of Absence(s): _____

Address: _____
 Street Address **City** **State** **Zip**

Home Phone: _____ Cell: _____

Email: _____

Please mark the applicable reason and write a brief explanation or attach other documentation.

- Illness or injury of student requiring medical attention

- Death of an immediate family member
Name of family member: _____ Relationship to student: _____
- GACE Testing (Attach a copy of your registration form)
- OTHER reason for absence: _____

Student's Signature: _____

Date: _____

Student Teaching Attendance Policy:

Absences/tardies are NOT permitted during student teaching. In extreme circumstances, such as illness requiring medical attention or a death in the immediate family in which an absence is unavoidable, the student must submit an Emergency Absence Form and proper documentation of the reason for the absence to the Coordinator of Student Teaching and clinical faculty member. **More than three absences, regardless of the reason, will result in removal from the course unless the Coordinator of Student Teaching and Department Chair for Teacher Education have given prior approval for the absences.**

**** In the event of personal illness or emergency, the cooperating teacher and the clinical faculty member MUST be notified prior to the beginning of the day. The principal must be notified if the cooperating teacher cannot be reached. Failure to provide proper documentation will result in a loss of credit for the course.**