



COLLEGE OF EDUCATION
AND LEARNING DESIGN
ST. CLOUD STATE UNIVERSITY

Student Teaching Attendance Expectations

Approved April 2020

Regular attendance at your student teaching assignment is a professional expectation. Be prompt at all times. Be there every day, all day, **following the schedule of your cooperating teacher.**

All absences (including partial day absences) **must be shared** with your University Supervisor as well as your Cooperating Teacher as soon as you know you will not be there.

Programs allow for 2 or 3 **excused** absences during your experience (see below). Check your program handbook for the number of days you can miss at <https://www.stcloudstate.edu/oce/teaching.aspx>.

The following are excused absences:

- Illness
- Medical appointments: These should be scheduled outside required school hours, if possible.
- Emergency/Bereavement
- Poor weather conditions: If your school does not cancel, but the schools near your residence cancel due to road conditions, use your best judgment as to whether it is safe to make the trip.
- Attendance at Career Fair or a Job Interview
- Representing the University at an event as an athlete, musician or other leadership role. Practices or rehearsals are not excused absences.
- Religious observances
- Military Obligation

More than the program limit of absences in a given semester will cause your student teaching assignment to be extended or canceled. Absences that fall outside of the list of excused absences above will be made up at the end of the semester. Failure to notify your University Supervisor of an absence will be considered an unexcused absence that must be made up at the end of the student teaching semester. Missing required on campus days without notification will be considered an unexcused absence and will need to be made up at the end of the semester.

NOTE: Students are required to attend the Student Teaching Orientation, On Campus Professional Development Conference and EdTPA Writing Days during their student teaching, which will not count as an absence from your placement.