

# 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 CT