



Absence Request

Absence Information

I am requesting permission to be excused from student teaching for the dates and reasons described below. I understand that I may be asked to make-up these days/times at the end of my assignment in order to complete my student teaching obligation. I also understand that this request must be approved by my CMU coordinator.

Student Teacher: _____

Phone #: _____

Dates of Expected Absence: _____

Reason for Absence: _____

Student Teacher Signature: _____ Date _____

I am enrolled in:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> ITL Elementary | <input type="checkbox"/> ITL Secondary | <input type="checkbox"/> IT PE | <input type="checkbox"/> Pre-Internship |
| <input type="checkbox"/> EDUC 599A | <input type="checkbox"/> EDUC 599B | <input type="checkbox"/> EDUC 599C | <input type="checkbox"/> EDUC 499A & ECSE 499 |
| <input type="checkbox"/> EDUC 499C | <input type="checkbox"/> EDUC 499G | <input type="checkbox"/> EDUC 499D & 499H | <input type="checkbox"/> Other |

☐ Please indicate number of absences including this one.

CMU Coordinator Approval

- ☐ Approved
- ☐ Denied

Comments:

CMU Coordinator

Date

**Falsification of information will constitute academic misconduct.*

- Over -

Attendance Policy

Absences: Absences are generally, unacceptable. We expect our candidates to achieve 100% attendance during the semester. Unavoidable absences, such as illness, must be communicated as soon as possible. Anything that might be considered a “personal day” MUST be pre-approved by your Colorado Mesa University Program Coordinator. To that end, interns must communicate the absence ahead of time when possible and the day of, at the latest, to the following people:

- Colorado Mesa University Program Coordinator
- Supervisor
- Mentor teacher
- School Secretary

NOTE: More than three (3) absences may impact your ability to successfully complete the internship semester.

All absences must be noted on the internship time log. Interns must receive prior approval for planned absences from their CMU coordinator. Approvals must be filed with the Program Support Coordinator.

Preparation for all absences: Lesson plans must be ready for your mentor teacher. Collaborate with your mentor teacher to determine the preferred format for lesson plans. Remember that the mentor AND students are counting on you to provide the curriculum so students can continue to learn.

Absences due to illness: see <https://www.coloradomesa.edu/student-services/index.html>

When ill, students should fill out a Student Absence Notification form. Student Services can then verify the student’s absences with each professor. This will not excuse a student absence, so students will still need to reach out to their professors.

Updated 11.7.2025