

**CLARION UNIVERSITY COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**ATTENDANCE AND GRADE RECOMMENDATION**

University Student \_\_\_\_\_

**Return this form with the final Performance evaluation at the end of each half-semester experience.**

**ATTENDANCE RECORD**

Directions: At the first class meeting following an absence, the university student of cooperating professional should record the date and reason for the absence and the status of approval. An “excused” absence will be for illness, death in the family, and job interview; “unexcused” is for most other absences and students must request approval from the director, Field Services.

University students are responsible for keeping university supervisors apprised of these absences; a field assignment will be extended at the discretion of the director, Field Services, with input of the cooperating professional and university supervisor.

Do not include required workshops on campus.

Date	Reason	Approval (check one)	
		Excused	Unexcused

**RECOMMENDATION OF FINAL GRADE**

Cooperating professionals in school districts and community agencies are to recommend a final grade, which reflects the performance level of the student during the final weeks of the field experience.

The grade should be discussed in the final conference and cooperatively determined by the cooperating professional and the university supervisor and with input of the university student. Final determination of the grade rests with the university supervisor who is the professor of record.

My recommendation for the final grade is \_\_\_\_\_

Signature \_\_\_\_\_  
 Cooperating Teacher or University Supervisor

Date \_\_\_\_\_

Signature \_\_\_\_\_  
 University Student

Date \_\_\_\_\_